

Office of Public and Indian Housing
Real Estate Assessment Center

USER'S MANUAL

**Web Access Security Subsystem (WASS)
Release 3.0.0.0**

**U.S. Department of Housing and Urban
Development
July 31, 2002**





6.0 Appendix B: Roles and Actions

6 Appendix B. Roles and Action

Actions and roles are developed for each subsystem. The approach to the development of actions and roles depends on each subsystem. All roles represent one or more actions. Some actions are stand-alone and are not connected to a role. You are given this list to provide some additional information about the privileges that can be assigned by a Coordinator. While the list may not always be completely updated, it does provide you with a better understanding of the range of options available.

Table 6-1 Roles and Actions for External Users

System	Role Code	Role Description	Action Code	Action Description
APPS			COR	Coordinator
APPS			UPD	Update
APPS	AUP	APPS Update	UPD	Update
FASPHA			COR	Coordinator
FASPHA	AM	REAC Assessment Manager	DMS	Create Draft Manual Submission
FASPHA			DMS	Create Draft Manual Submission
FASPHA	FID	REAC Finance Director	DMS	Create Draft Manual Submission
FASPHA	RFA	REAC Financial Analyst	DMS	Create Draft Manual Submission
FASPHA			DRA	Create/Save Draft Submission Data
FASPHA	FIA	PHA Analyst	DRA	Create/Save Draft Submission Data
FASPHA	PID	PHA Director	DRA	Create/Save Draft Submission Data
FASPHA	RFA	REAC Financial Analyst	DRA	Create/Save Draft Submission Data
FASPHA	SMT	PHA Submitter	DRA	Create/Save Draft Submission Data
FASPHA	AM	REAC Assessment Manager	CRM	Create/Save/Submit Manual Submission
FASPHA			CRM	Create/Save/Submit Manual Submission
FASPHA	FID	REAC Finance Director	CRM	Create/Save/Submit Manual Submission
FASPHA	AM	REAC Assessment Manager	APE	Extension Request Approval
FASPHA			APE	Extension Request Approval
FASPHA	FID	REAC Finance Director	APE	Extension Request Approval
FASPHA	RFA	REAC Financial Analyst	APE	Extension Request Approval
FASPHA	AM	REAC Assessment Manager	RJE	Extension Request Denial
FASPHA	FID	REAC Finance Director	RJE	Extension Request Denial
FASPHA	RFA	REAC Financial Analyst	RJE	Extension Request Denial
FASPHA			RJE	Extension Request Denial
FASPHA	CPV	CPA Verification	AA1	FASS Auditor Viewing Rights
FASPHA	AM	REAC Assessment Manager	APM	Manual Submission Approval
FASPHA			APM	Manual Submission Approval
FASPHA	FID	REAC Finance Director	APM	Manual Submission Approval
FASPHA	RFA	REAC Financial Analyst	APM	Manual Submission Approval
FASPHA	AM	REAC Assessment Manager	RJM	Manual Submission Denial
FASPHA	FID	REAC Finance Director	RJM	Manual Submission Denial
FASPHA	RFA	REAC Financial Analyst	RJM	Manual Submission Denial
FASPHA			RJM	Manual Submission Denial
FASPHA	AM	REAC Assessment Manager	RDO	Read-Only Access

Appendix B. Roles and Actions

System	Role Code	Role Description	Action Code	Action Description
FASPHA	CPV	CPA Verification	RDO	Read-Only Access
FASPHA	FIA	PHA Analyst	RDO	Read-Only Access
FASPHA	FID	REAC Finance Director	RDO	Read-Only Access
FASPHA	GUS	REAC Guest User	RDO	Read-Only Access
FASPHA	PID	PHA Director	RDO	Read-Only Access
FASPHA			RDO	Read-Only Access
FASPHA	RFA	REAC Financial Analyst	RDO	Read-Only Access
FASPHA	SAT	REAC Statistical Analysis Team	RDO	Read-Only Access
FASPHA	SMT	PHA Submitter	RDO	Read-Only Access
FASPHA	SYS	System	RDO	Read-Only Access
FASPHA	AM	REAC Assessment Manager	SMS	Submit Draft Manual Submission
FASPHA	FID	REAC Finance Director	SMS	Submit Draft Manual Submission
FASPHA	RFA	REAC Financial Analyst	SMS	Submit Draft Manual Submission
FASPHA			SMS	Submit Draft Manual Submission
FASPHA			FIN	Submit Finalized Submission Data
FASPHA	PID	PHA Director	FIN	Submit Finalized Submission Data
FASPHA	SMT	PHA Submitter	FIN	Submit Finalized Submission Data
FASPHA			AV1	View PHA Reports
FASPHA	FIA	PHA Analyst	AV1	View PHA Reports
FASPHA	PID	PHA Director	AV1	View PHA Reports
FASPHA	SMT	PHA Submitter	AV1	View PHA Reports
FASPHA	AA1	FASS Auditor Viewing Rights		
FASSUB			AUC	Auditor Certification
FASSUB	CPC	CPA Certifier	AUC	Auditor Certification
FASSUB			COR	Coordinator
FASSUB			EXT	Extension Request Submission
FASSUB	SUB	AFS Submitter	EXT	Extension Request Submission
FASSUB			RES	Resubmission Request Submission
FASSUB	SUB	AFS Submitter	RES	Resubmission Request Submission
FASSUB			STB	Review Request Status
FASSUB	SUB	AFS Submitter	STB	Review Request Status
FASSUB	SUB	AFS Submitter	SUB	Submit an AFS
FASSUB			SUB	Submit an AFS
FASSUB	CPC	CPA Certifier	VPS	View Previous Year AFS Data Submission
FASSUB	SUB	AFS Submitter	VPS	View Previous Year AFS Data Submission
FASSUB			VPS	View Previous Year AFS Data Submission
FASSUB	SUB	AFS Submitter	WAV	Waiver Request Submission
FASSUB			WAV	Waiver Request Submission
LOCCS			COR	Coordinator
LOCCS			QRY	Query
LOCCS			REQ	Requisition
LOCCS			YES	Year End Settlement
LOCCS	ADM	Administration	QRY	Query
LOCCS	QRY	Query	QRY	Query
LOCCS	ADM	Administration	REQ	Requisition
LOCCS	REQ	Requisition	REQ	Requisition

Appendix B. Roles and Actions

System	Role Code	Role Description	Action Code	Action Description
LOCCS	ADM	Administration	YES	Year End Settlement
LOCCS	YES	Year End Settlement	YES	Year End Settlement
M2M			COR	Coordinator
M2M			M2M	System User
M2M	M2M	Generic M2M Role	M2M	System User
MASS			AAP	Access all PHA screens
MASS			APA	Approve Adjustments
MASS			COR	Coordinator
MASS			DRA	Create draft
MASS			RDR	Distinguishes REAC Director
MASS			RJA	Reject Adjustments
MASS			VAL	Validate Draft
MASS			MVL	Validate manual draft
MASS	PHD	PHA Director	AAP	Access all PHA screens
MASS	PHU	PHA User	AAP	Access all PHA screens
MASS	RMD	REAC Management Assessment Director	APA	Approve Adjustments
MASS	PHD	PHA Director	DRA	Create draft
MASS	PHU	PHA User	DRA	Create draft
MASS	RMD	REAC Management Assessment Director	RDR	Distinguishes REAC Director
MASS	RMD	REAC Management Assessment Director	RJA	Reject Adjustments
MASS	PHD	PHA Director	VAL	Validate Draft
MASS	PHU	PHA User	VAL	Validate Draft
MASS	RAM	REAC Management Assessment Manager	MVL	Validate manual draft
MASS	RMA	REAC Management Assessment Analyst	MVL	Validate manual draft
MASS	RMD	REAC Management Assessment Director	MVL	Validate manual draft
MDDR			AEF	Access election to assign forms
MDDR			LPC	Lender point of contact
MDDR			MKS	Make a submission
MDDR			VWS	View a submission
MDDR			VWP	View public reports
MDDR	HQO	MDDR Headquarters Oversight	MKS	Make a submission
MDDR	LDR	MDDR Lender Submitter	MKS	Make a submission
MDDR	HQO	MDDR Headquarters Oversight	VWS	View a submission
MDDR	LDR	MDDR Lender Submitter	VWS	View a submission
MDDR	HQO	MDDR Headquarters Oversight	VWP	View public reports
MDDR	LDR	MDDR Lender Submitter	VWP	View public reports
NASS			COR	Coordinator
NASS			CRE	Create Extension
NASS			L1R	Late Request
NASS			AV1	View PHA reports
NASS			VV3	View Released Indicators
NASS			VV2	View Released Scores
NASS	CSC	Customer Service Center	CRE	Create Extension
NASS	PHC	PHA Coordinator	CRE	Create Extension
NASS	PHD	PHA Director	CRE	Create Extension
NASS	SMT	PHA Submitter	CRE	Create Extension

Appendix B. Roles and Actions

System	Role Code	Role Description	Action Code	Action Description
NASS	PHC	PHA Coordinator	L1R	Late Request
NASS	PHD	PHA Director	L1R	Late Request
NASS	SMT	PHA Submitter	L1R	Late Request
NASS	PHC	PHA Coordinator	AV1	View PHA reports
NASS	PHD	PHA Director	AV1	View PHA reports
NASS	SMT	PHA Submitter	AV1	View PHA reports
NASS	AM	REAC Assessment Manager	VV3	View Released Indicators
NASS	CSC	Customer Service Center	VV3	View Released Indicators
NASS	FID	REAC Finance Director	VV3	View Released Indicators
NASS	PHC	PHA Coordinator	VV3	View Released Indicators
NASS	PHD	PHA Director	VV3	View Released Indicators
NASS	PM1	REAC Project Manager	VV3	View Released Indicators
NASS	REC	REAC Management and Analysis	VV3	View Released Indicators
NASS	RFA	REAC Financial Analyst	VV3	View Released Indicators
NASS	SMT	PHA Submitter	VV3	View Released Indicators
NASS	AM	REAC Assessment Manager	VV2	View Released Scores
NASS	CSC	Customer Service Center	VV2	View Released Scores
NASS	FID	REAC Finance Director	VV2	View Released Scores
NASS	GUS	REAC Guest User	VV2	View Released Scores
NASS	PHC	PHA Coordinator	VV2	View Released Scores
NASS	PHD	PHA Director	VV2	View Released Scores
NASS	PM1	REAC Project Manager	VV2	View Released Scores
NASS	REC	REAC Management and Analysis	VV2	View Released Scores
NASS	RFA	REAC Financial Analyst	VV2	View Released Scores
NASS	SMT	PHA Submitter	VV2	View Released Scores
PASS			COR	Coordinator
PASS			EMU	Email Update
PASS			IVM	Inspection View - Mortgagee
PASS			RVW	Review Inspection
PASS			RPT	Review Reports
PASS			SCH	Scheduling
PASS	PEM	Pass Email Update	EMU	Email Update
PASS	RIM	REO Inspection - Mortgagee	IVM	Inspection View - Mortgagee
PASS	PAM	PASS GTM	RVW	Review Inspection
PASS	SCH	PASS - Scheduler	RVW	Review Inspection
PASS	PIV	Physical Inspection Viewer	RPT	Review Reports
PASS	SCH	PASS - Scheduler	SCH	Scheduling
PASS-CLA	CGR		N01	Add Notification News
PASS-CLA	CDM	PASS-CLA Administrator	N01	Add Notification News
PASS-CLA			EV1	Verify Property Assessment Evaluation
PASS-CLA	CGR		NA1	Activate Contractor
PASS-CLA	CGR		VU3	Activate Evaluator
PASS-CLA	CCT	Contractor	VU3	Activate Evaluator
PASS-CLA	CGR		CA1	Add Contract

Appendix B. Roles and Actions

System	Role Code	Role Description	Action Code	Action Description
PASS-CLA	CGR		NA2	Add Contractor
PASS-CLA	CGR		NA4	Add Contractor Address
PASS-CLA	CCT	Contractor	NA4	Add Contractor Address
PASS-CLA	CGR		NA5	Add contractor contact
PASS-CLA	CCT	Contractor	NA5	Add contractor contact
PASS-CLA	CGR		NA3	Add contractor contact address
PASS-CLA	CCT	Contractor	NA3	Add contractor contact address
PASS-CLA	CGR		NA6	Add contractor financial
PASS-CLA	CGR		VA1	Add evaluator
PASS-CLA	CCT	Contractor	VA1	Add evaluator
PASS-CLA	CGR		VA2	Add evaluator certification
PASS-CLA	CCT	Contractor	VA2	Add evaluator certification
PASS-CLA	CGR		N03	Delete notification news
PASS-CLA	CDM	PASS-CLA Administrator	N03	Delete notification news
PASS-CLA	CGR		EA1	Evaluation add property assessment
PASS-CLA	CQC		EA1	Evaluation add property assessment
PASS-CLA	CGR		EA2	Evaluation add property evaluation
PASS-CLA	CGR		EA2	Evaluation add property evaluation
PASS-CLA	CGM		EA2	Evaluation add property evaluation
PASS-CLA	CGR		EPR	Evaluation payment review
PASS-CLA	CGM		EPR	Evaluation payment review
PASS-CLA	CFO	Financial Officer	EPR	Evaluation payment review
PASS-CLA	CGR		ED1	Evaluation remove property evaluation
PASS-CLA	CGM		ED1	Evaluation remove property evaluation
PASS-CLA	CQC		ED1	Evaluation remove property evaluation
PASS-CLA	CGR		ERU	Evaluation review schedule update
PASS-CLA	CGR		ERV	Evaluation review schedule view
PASS-CLA	CGM		ERV	Evaluation review schedule view
PASS-CLA	CCT	Contractor	ERV	Evaluation review schedule view
PASS-CLA	CCR	Checklist Reviewer	ERV	Evaluation review schedule view
PASS-CLA	CQC		ERV	Evaluation review schedule view
PASS-CLA	CDM	PASS-CLA Administrator	ERV	Evaluation review schedule view
PASS-CLA	CGR		EU2	Evaluation schedule update
PASS-CLA	CGM		EU2	Evaluation schedule update
PASS-CLA	CCT	Contractor	EU2	Evaluation schedule update
PASS-CLA	CQC		EU2	Evaluation schedule update
PASS-CLA	CCT	Contractor	ERC	Evaluation schedule update contractor
PASS-CLA	CGR		SR1	Evaluation schedule view
PASS-CLA	CGM		SR1	Evaluation schedule view
PASS-CLA	CCT	Contractor	SR1	Evaluation schedule view
PASS-CLA	CCR	Checklist Reviewer	SR1	Evaluation schedule view
PASS-CLA	CQC		SR1	Evaluation schedule view
PASS-CLA	CDM		SR1	Evaluation schedule view
PASS-CLA	CGR		EU1	Evaluation update all
PASS-CLA	CGR		SU1	Evaluation update schedule
PASS-CLA	CGM		SU1	Evaluation update schedule

Appendix B. Roles and Actions

System	Role Code	Role Description	Action Code	Action Description
PASS-CLA	CCT	Contractor	SU1	Evaluation update schedule
PASS-CLA	CGR		ER3	Evaluation view all
PASS-CLA	CGM		ER3	Evaluation view all
PASS-CLA	CCR	Checklist Reviewer	ER3	Evaluation view all
PASS-CLA	CQC		ER3	Evaluation view all
PASS-CLA	CDM	PASS/CLA Administrator	ER3	Evaluation view all
PASS-CLA	CGR		ER1	Evaluation view property assessment
PASS-CLA	CGM		ER1	Evaluation view property assessment
PASS-CLA	CDM	PASS/CLA Administrator	ER1	Evaluation view property assessment
PASS-CLA	CQC		ER1	Evaluation view property assessment
PASS-CLA	CGR		VU2	Evaluator Certification Update
PASS-CLA	CCT	Contractor	VU2	Evaluator Certification Update
PASS-CLA	CGR		VU1	Evaluator update
PASS-CLA	CCT	Contractor	VU1	Evaluator update
PASS-CLA	CGR		VR1	Evaluator view all
PASS-CLA	CGM		VR1	Evaluator view all
PASS-CLA	CCT	Contractor	VR1	Evaluator view all
PASS-CLA	CCR	Checklist Reviewer	VR1	Evaluator view all
PASS-CLA	CQC		VR1	Evaluator view all
PASS-CLA	CDM	PASS/CLA Administrator	VR1	Evaluator view all
PASS-CLA	CGR		VR2	Evaluator view certification
PASS-CLA	CGM		VR2	Evaluator view all
PASS-CLA	CCT	Contractor	VR2	Evaluator view all
PASS-CLA	CCR	Checklist Reviewer	VR2	Evaluator view all
PASS-CLA	CQC		VR2	Evaluator view all
PASS-CLA	CDM	PASS/CLA Administrator	VR2	Evaluator view all
PASS-CLA	CGR		IA1	Invoice generate
PASS-CLA	CCT	Contractor	IA1	Invoice generate
PASS-CLA	CGR		IA2	Invoice review level 1
PASS-CLA	ICFO	Financial Officer	IA3	Invoice review level 2
PASS-CLA	CGR		IU1	Invoice update
PASS-CLA	CCT	Contractor	IU1	Invoice update
PASS-CLA	CFO	Financial Officer	IU1	Invoice update
PASS-CLA	CGR		IU3	Invoice update line item detail
PASS-CLA	CGR		IU2	Invoice update line Item
PASS-CLA	CCT	Contractor	IR2	Invoice view
PASS-CLA	CGR		IR1	Invoice view all
PASS-CLA	CDM	PASS/CLA Administrator	IR1	Invoice view all
PASS-CLA	CFO	Financial Officer	IR1	Invoice view all
PASS-CLA	CGR		J03	Package contractor
PASS-CLA	CGM		J03	Package contractor
PASS-CLA	CDM	PASS/CLA Administrator	J03	Package contractor
PASS-CLA	CFO	Financial Officer	J03	Package contractor
PASS-CLA	CCT	Contractor	J03	Package contractor
PASS-CLA	CGR		J13	Package help
PASS-CLA	CGM		J13	Package help

Appendix B. Roles and Actions

System	Role Code	Role Description	Action Code	Action Description
PASS-CLA	CCT		J13	Package help
PASS-CLA	CCR	Checklist Reviewer	J13	Package help
PASS-CLA	CQC		J13	Package help
PASS-CLA	CDM	PASS/CLA Administrator	J13	Package help
PASS-CLA	CHA	Housing Authority	J13	Package help
PASS-CLA	CFO	Financial Officer	J13	Package help
PASS-CLA	COH	Office of Lead	J13	Package help
PASS-CLA	CGR		J11	Package home
PASS-CLA	CGM		J11	Package home
PASS-CLA	CCT		J11	Package home
PASS-CLA	CCR	Checklist Reviewer	J11	Package home
PASS-CLA	CDM	PASS/CLA Administrator	J11	Package home
PASS-CLA	CHA	Housing Authority	J11	Package home
PASS-CLA	CFO	Financial Officer	J11	Package home
PASS-CLA	COH	Office of Lead	J11	Package manage contract
PASS-CLA	CGR		J02	Package manage contract
PASS-CLA	CGM		J02	Package manage contract



5.0 Appendix A: Business Rules

5.0 Appendix A. Business Rules

Business Rules are used by WASS to assign privileges are described in a series of Tables that relate to the several functions. Table 5-1 describes a sampling of the rules for managing relationships with Business Partners.

Table 5-1 Maintain Business Partner Business Partner Business Rules/Functional Requirements

Requirement Description
A BPR Coordinator cannot activate or terminate user IDs of a BPR organization. Only Original Coordinators can activate or terminate user IDs from his organization
An Original Coordinator may deactivate a BPR Coordinator, but a BPR Coordinator cannot deactivate an Original Coordinator
A Super Administrator and System Administrator can activate a BPR Coordinator without entering an activation key code
An individual must first be an Original Coordinator in order to initiate a request to be granted BPR Coordinator status
The CEO of an organization must approve the request for a BPR before a BPR Coordinator can be activated
A Tax ID/SSN/PHA ID must be a valid HUD trusted business partner to be accepted for a business partner relationship
Only a Super Administrator or System Administrator can activate a deactivated BPR
An Original Coordinator can activate a requested BPR Coordinator
A Super Administrator or System Administrator can activate a BPR without entering the activation key code
An Original Coordinator or BPR Coordinator must enter the activation key code to activate a BPR
Only a System Administrator or Super Administrator can deactivate a requested BPR

Table 5-2 provides some of the Business Rules that describe assignment of roles and actions.

Table 5-2 WASS Business Rules/Functional Requirements

Requirement Description
ASSIGNMENT
Coordinator/System Administrator must do User Maintenance - Role Assignment function on User before a PHA Assignment can be completed for User.
Coordinator/System Administrator must do User Maintenance - Role Assignment function on User before an Assistance Contract Assignment can be completed for User.
Coordinator/System Administrator must do User Maintenance - Role Assignment function on User before a Property Assignment can be completed for User.
Coordinator can only assign to User property that Coordinator represents
Coordinator can only assign to User PHA that Coordinator represents
Users can only be assigned to property that is owned by the individual or organization under which they are registered (identified by TIN/SSN)
Selection of property to assign may be based upon property ID, FHA number, or Contract number.
Limit of 150 PHAs can be assigned to external Users. There is no limit to number of PHAs that can be assigned to internal Users.
In order for a Coordinator to assign Users to contract(s) the participant(s) the Coordinator represents must own property that have contracts on contract participant table.
System Administrators must select either a PHA ID or State for assigning PHA to User. Coordinators have the option of leaving the PHA ID and State fields blank in PHA Assignment.
User ID being assigned to property, PHA, contract, or participant must be active.
A maximum of 250 participants can be assigned to a User.

Systems Administrators and Super Administrators are the only ones that assign systems. The System Administrator can only assign USERS to his subsystem. It is a function that used to exist on a prior version of WASS. In WASS 3.0.0.0 it is a limited function. Most of the required system assignment is done through the registration process. This precludes assignment of systems that do not relate to the responsibilities of a Coordinator or a Regular USER.

Table 5-3 Maintain System Business Rules

Requirements Description
An individual must to be a Super Administrator (SA) in order to perform System Maintenance
A system cannot be deleted until all roles that are associated with the system are deleted
In order to do a System Delete an SA must also be the administrator for that system
A role cannot be deleted if it is used by another system
Group Maintenance is the only System Maintenance function that Coordinators can perform

User accounts are monitored. Table 5-4 provides the reasons for terminating an account and reasons for reactivating an account.

Table 5-4 Reasons for Terminating and Reactivating a User Account

Description for Terminating a User Account	Reasons for Reactivating a User Account
Resigned from employer	Unlocked account
Terminated by employer	Hired by employer
Locked by WASS because of inactivity	Re-hired by the employee
Locked by WASS because of excessive failed login attempts	Changed positions at the employer
Changed positions at the employer	Some other reason that is listed above

Table 5-5 describes the business rules for processing a request for access to subsystems. Satisfaction of the conditions described will provide access.

Table 5-5 Business Rules for Processing User Authentication

Description
Users must provide a valid Active User Id and password combination to login to WASS system.
Internal User's User Id/Password combination is checked for existence on the user information table.
External User's User Id/Password combination is checked for existence on the Lightweight Directory Access Protocol (LDAP). The LDAP is a database with all the User ID and passwords. The user information table is only checked for the existence of the User Id.
Internal and External Users must exist in the user information database and have an active status. External Users must also exist on the LDAP.
If WASS login fails, increment the counter for that user.
If the number of failed login attempts exceeds the limit, then lock the account and notify the user. Otherwise, you will be notified that the user ID and password are invalid.
If WASS login is successful, display WASS Main Menu to the User.
If User is External, display popup message about browsers then Display legal warning screen before displaying WASS Main Menu.
If User's password is 'password' OR User's password is expired (unchanged for 21 days) then, prompt user to change password before logging into WASS.
If User is an Inspector AND an USDA User, then display PASS USDA Menu instead of WASS Main Menu.

Table 5-6 provides explanations about how WASS decides whether to let you establish a secure connection. LDAP is a type of directory that stores a list of authorized users.

Table 5-6 Output Requirements to Determine System Links for User

Description
To authenticate Users, WASS queries the user information specified by the user in the User Input Requirements.
External Users must also exist in the LDAP.
If WASS login is successful, display WASS Main Menu to the User.



4.0 Using the System Online

4 USING the SYSTEM (Online)

The Web Access Security Subsystem (WASS) consists of a Secure Connection and a Secure Systems component. The Secure Connection includes the registration process and the login. Once you have successfully logged in, you are managed by the Secure Systems component of WASS.

4.1 Registration

Registration is completed online. As an external first time Regular USER, you will register online by opening a Netscape browser and going to the URL: www.hud.gov/offices/reac/online/reasyst.cfm. The Online System Login Screen provides information about online systems, [login](#), [online registration](#), and [password reset](#). There are also some tools to facilitate your use of HUD subsystems. The web registration process is only for external users.

On this screen you will click on the **Online Registration** button as shown in Figure 4.1.



Figure 4-1 Online System Login Screen for WASS

The “Need A User ID” screen (Figure 4-2) is displayed and is the place where you need to select one of the three applicable secure connection registration forms: *Multifamily Housing Entity*, *Public Housing Agency*, or *Independent User*. Select the applicable link to display the registration form.

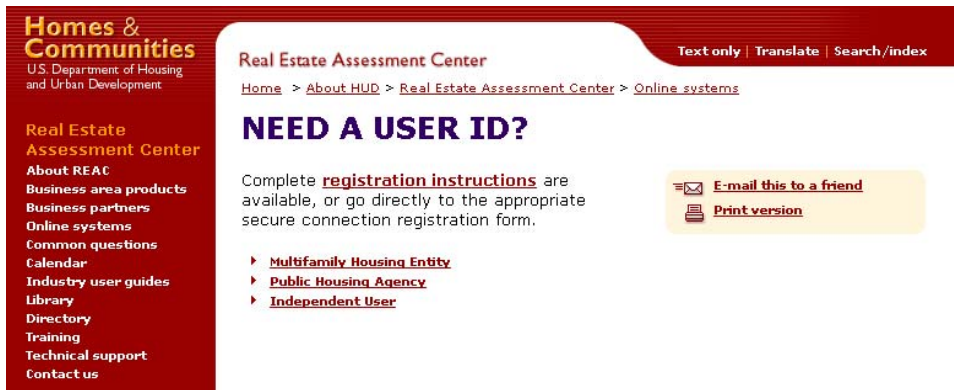


Figure 4-2 Need a User ID?

It is critical that all the information is entered accurately. The registration process takes approximately a week for Coordinators to receive their IDs through their Business Partners. External Regular USERS can contact their coordinator the day after registration to have their User IDs activated and to have access privileges assigned to them. Errors in the registration process could delay access to systems for several weeks.

The registration form in Figures 4-3 and 4-4 is for Public Housing Authority registrants. This registration form is for organizations that have a Public House Agency (PHA) ID. The PHA ID is entered as the Organization ID. If you use the Multifamily registration form (Figures 0-5 and 0-6), you will enter a Tax Identification Number (TIN) or Social Security Number (SSN) for the Organization ID. For the Independent User, the Identification Number is the user's Social Security Number.

PHA

Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHA specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHA specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

***Warning!** Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.*

Application Type: ☒ Coordinator ☐ User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization Information

- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent

Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:	<input type="text"/>
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Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Figure 4-3 Online Registration

Password:	<input type="password"/>
Re-enter Password for Verification:	<input type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:	<input type="text"/>
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<input type="button" value="Send Application"/>	<input type="button" value="Clear Fields"/>
---	---

Figure 4-4 Online Registration (Continued)

As you are filling out the online registration form, make sure you fulfill the registration requirements described in Table 4-1. After verifying your information click on the **Send Application** button and a confirmation screen like Figure 4-5 will appear.

System Coordinator Registration

SYSTEM COORDINATOR REGISTRATION CONFIRMATION:

<i>First Name:</i>	RICHARD
<i>Middle Initial:</i>	L
<i>Last Name:</i>	SMITHSON
<i>Social Security Number:</i>	111-21-3333
<i>Organization Name:</i>	HOUSING AND COMMUNITY DEV
<i>Organization ID:</i>	990300000
<i>E-mail Address:</i>	smith@work.com
<i>Mothers Maiden Name:</i>	WERR

You are registering as a **Participant Coordinator** for the Participant **HHA Wilson APARTMENTS PROJECT, INC. - 990300000**.

Please confirm the following address for **HHA WILIKINA APARTMENTS PROJECT, INC.:**

**677 KING ST
HONOLULU HI 96813**

Your requested Coordinator ID or activation code number will be mailed to the above address associated with the property owner, PHA or other HUD program participant you seek to represent as a coordinator. You will need to obtain your ID/code number from the program participant's CEO or Executive Director at this address. If you do not recognize this as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center, via the below e-mail click box at **REAC_CSC**. Please provide your name and daytime phone number.

Figure 4-5 Registration Confirmation

If you are registering as a Coordinator, it is important to confirm the name and mailing address of the Organization with whom you are registering. Your requested Coordinator ID or activation code number will be mailed to the address associated with the property owner, PHA or other HUD program participant you seek to represent as a Coordinator. If you do not recognize the information as a current, complete or correct address associated with the HUD program participant you seek to represent, please cancel this application by clicking on the **Cancel Application** button and have the program participant contact the appropriate HUD field office representative to obtain a clarification or correction of the address. If you do not know the HUD field office contact for this program participant, communicate your address concern to the REAC Customer Service Center, via E-mail at **REAC_CSC@hud.gov**. Please provide your name and daytime phone number in the E-mail.

Table 4-1 Registration Requirements

Registration Requirement Description
The CEO or Executive Director of every trusted business partner must designate a Coordinator to serve as his/her representative in controlling access to the system and performing other system administration functions.
There will be a limit of two Coordinators for a particular trusted business partner.
A registration application must indicate whether application type is User or Coordinator.
Every application must provide the applicant's first and last name. Middle initial is optional
Every application must provide the applicant's social security number
A PHA application must provide the name of the PHA organization the applicant represents.
A PHA application must provide a valid PHA organization number of the organization the applicant represents.
Every application must provide a six character password
Every application must provide the maiden name of the applicant's mother.
Only one user ID may be generated for the same user. A user ID is uniquely identified by a user's SSN.
The Coordinator is responsible for informing USERS of their user ID.
A multifamily application must provide the name of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must provide the Tax Identification (TIN) or Social Security Number of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must specify whether the HUD-registered entity they represent is an organization or an individual.
The TIN submitted on a multifamily application must be a HUD approved business partner.
The PHA organization number submitted on PHA application on must be a HUD approved business partner.
An appraiser must be a HUD approved Single Family Appraiser in order for his/her registration application to be valid.
An AQA contractor must be a contractor of record with HUD in order for his/her registration application to be valid.

After carefully completing the registration form and checking it for accuracy, click on the confirm/submit button to submit it for processing by WASS.

Coordinators should contact their Business Partner in about a week to confirm a successful registration. The Business Partner will provide the Coordinator the User ID necessary to access WASS and allow the Coordinator to assign user privileges for the subsystems. While the Coordinator has extended privileges to perform system administration functions, the Coordinators use subsystems just as any Regular USER.

Regular USERS should contact their Coordinators to inform them that their registration is complete. The Coordinator can find and provide the Regular USER his User's ID and make access assignments of roles and actions the next day after the registration. After your Coordinator assigns your access privileges, the Regular USER can Login and begin work. Select Login and the Challenge box appears. You are now accessing the Secure Connection portion of WASS. Enter your User ID and password and click on the **OK** button. The Secure System *Main Menu* displays links to the HUD/PIH-REAC Systems based upon the privileges (roles and actions) assigned to you by your coordinator.

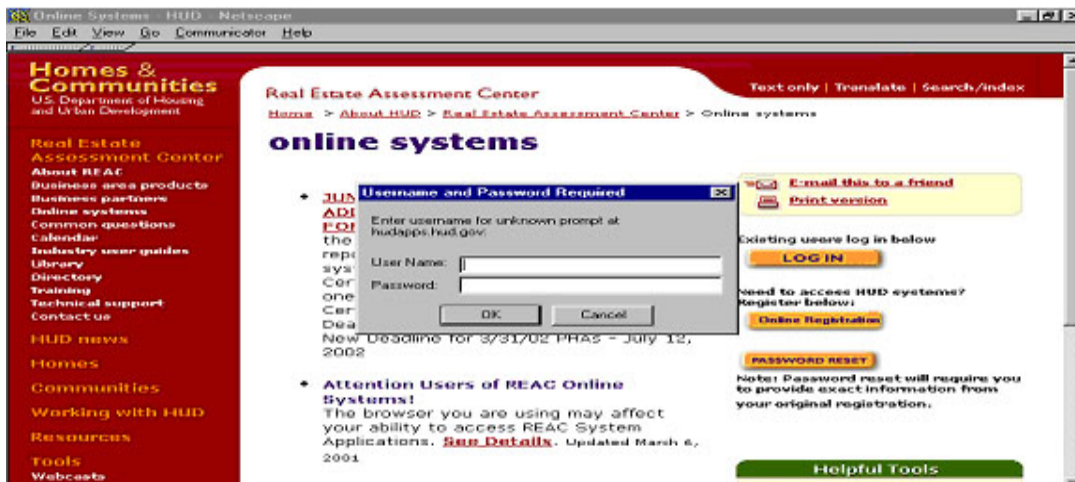


Figure 4-6 User Login and Challenge Box

A Regular USER does not have access to System Administration functionality except for the Change Password function. Coordinators, individuals who work for the Help Desks, System Administrators, and Super Administrators are the only users who see the other system administration functions. The number of System Administration functions that appear for users who have expanded system administration functions vary depending on their responsibilities.

4.2 System Administration Functions

User Maintenance is the first System Administration step for a Coordinator setting up the privileges for a Regular USER. Actions, groups, and roles must be assigned for the different systems before assigning contracts, property, or PHAs to a Regular USER. The *User Maintenance* function is found under *System Administration*. See Figure 4-7.

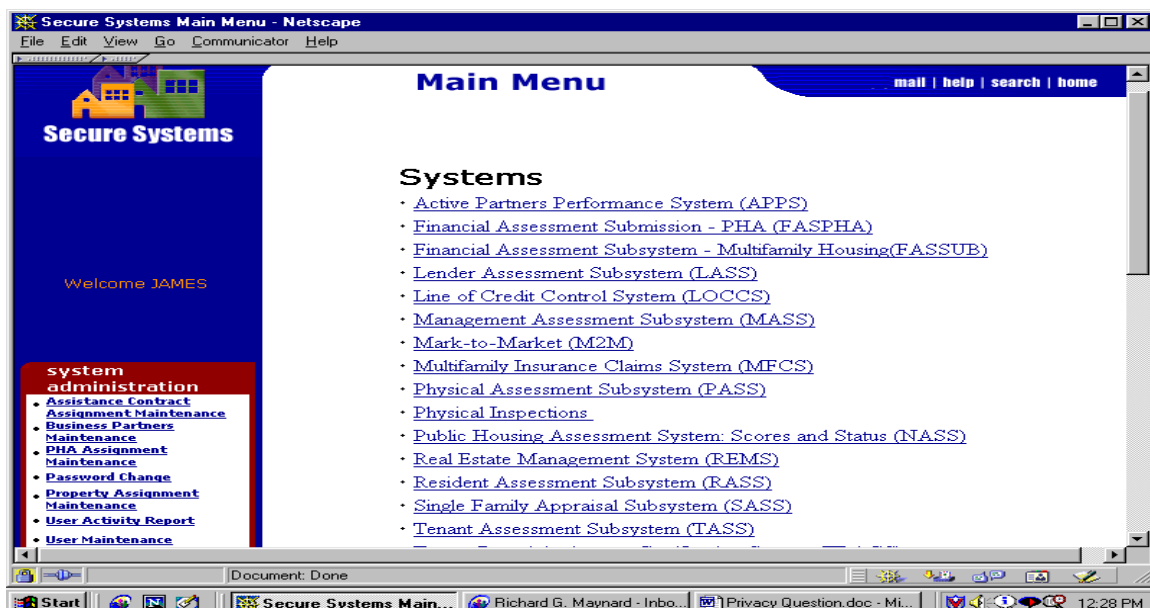


Figure 4-7 System Administration and User Maintenance Function

4.2.1 User Maintenance

Regular USERS depend on a Coordinator to change access privileges. The Regular USER's only System Administration function is to Change Password. Coordinators use a series of screens to find users and assign access privileges for Business Partners, properties, contracts, PHAs, groups, roles, and actions.

Table 4-2 User Maintenance Functions for Coordinators

Name of System Maintenance Action	Description
<i>Assistance Contract Assignment Maintenance</i>	Assign or unassigns a contract to a Regular USER
<i>Business Partners Maintenance</i>	1. Assigns a Regular USER to a Business Partner 2. Adds or deletes a Business Partner relationship
<i>PHA Assignment Maintenance</i>	Assign or Unassign PHA to a Regular USER
<i>Maintain User Information</i>	Edit the descriptive information for a Regular USER
<i>Maintain User Profile - Actions</i>	Assigns or unassigns actions to a Regular USER
<i>Maintain User Profile - Groups</i>	Assigns or unassigns a Group to a Regular USER
<i>Property Assignment Maintenance</i>	Assigns or unassigns property to a Regular USER

4.2.2 User Maintenance - User Search/Selection

Figure 4-8 shows the initial screen after selecting the *User Maintenance* link. This screen allows the Coordinator to search for a User ID. When the Regular USER completes the registration form, the Coordinator can use information about the Regular USER to find the Regular USER's User ID.

The Search Function only displays Regular USERS to the Coordinator for those Regular USERS that share a common Business Partner with the Coordinator. Also, all Independent Users are displayed if the Coordination marks the check box to search for Independent Users.

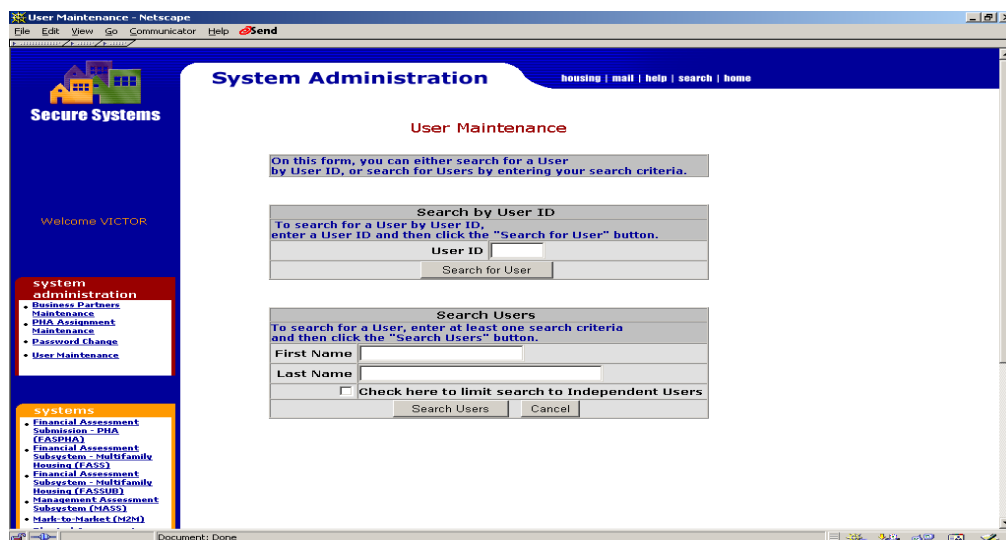


Figure 4-8 Initial User Maintenance Screen

Coordinators represent the business partner and monitor/assign/unassign the roles and actions of USERS associated with his Business Partner. The business practice associated

with a business partner and one or more subsystems is the concern of the business partner and the Systems Administrators for the subsystem. The list of roles and actions available for assignment to external USERS is shown in Appendix B.

Secure Systems provides the Coordinator with the online capability to update USER Information and to add/delete/modify USER access privileges. WASS manages access based on the registration process, preferences of the business partner, and the decisions of the Coordinator. Secure Systems is not involved in the management of the data flows between USER and any of the other PIH-REAC or HUD subsystems/systems.

Table 4-3 lists the *Maintain User Information* screens. These are the screens that essential for making assignments for contracts, Business Partners, and property.

Table 4-3 User Maintenance Screens

User Maintenance Screens	Descriptions
Figure 4-10	Edit User Information
Figure 4-13	Assign/Unassign Actions
Figure 4-16	Assign/Unassign Groups
Figure 4-19	Assign/Unassign Roles

4.2.3 Maintain User Information

To maintain a Regular USER's information, select the Maintain User Information link under the System Administration menu. Search/select the desired Regular USER as described in Section 4.8.1 above. The Maintain User screen is displayed with the selected USER's information. To edit the USER's information select the Maintain User Information from the Choose a Function pull down list.

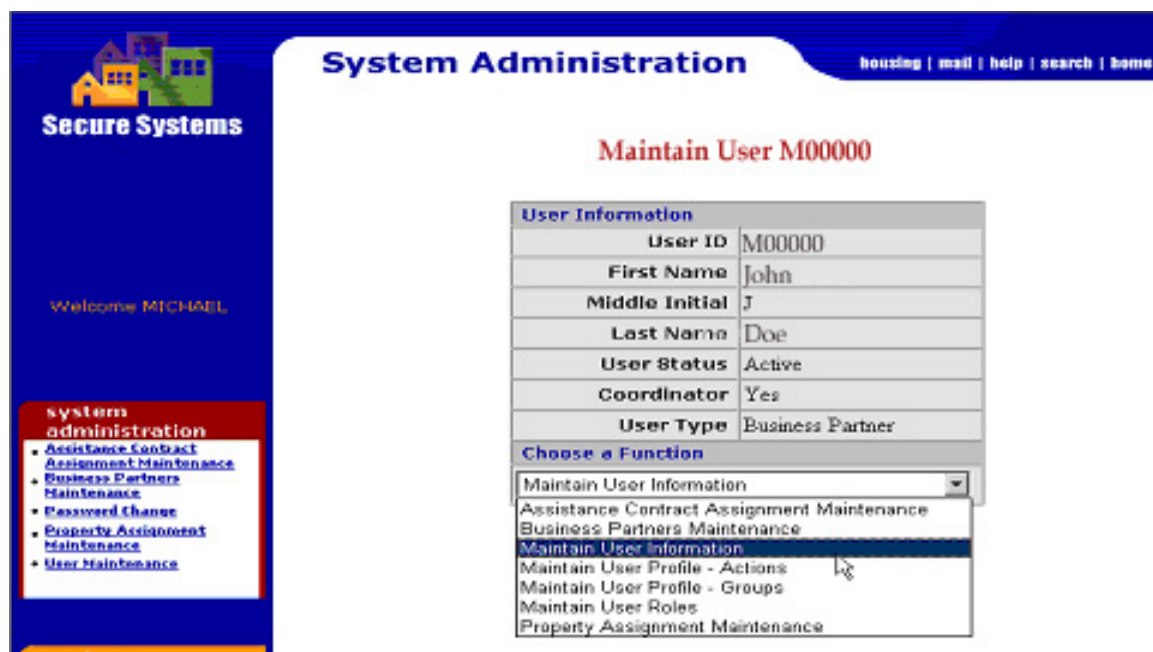


Figure 4-9 Maintain User Information

After clicking on the **Submit** button the Edit User Information screen is displayed for your edits. Edits can be made to the Regular USER's name and email address. If the USER's SSN is incorrect, follow these steps: Step 1: Contact the TAC to provide the updated SSN. Step 2: The TAC will validate your request and contact one of the Super Administrators to make the update.

If the USER is no longer associated with your Business Partner (For example, employment is terminated) you can terminate a USER's access to Secure Systems by selecting *Terminated* from the User Status pull down box. This can only be done if the Regular USER is not working for any other Business Partner.

System Administration housing | mail | help | search

Edit User Information for User M00000

Please enter User Information

User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
SSN	0000-000-6789
Mother's Maiden Name	maidens.smith
Email Address	
User Status	ACTIVE
User Type	Business Partner
The user is a coordinator for one or more systems and cannot be removed.	
The user has active or pending relationships. You cannot remove the user as a Coordinator.	
Coordinator	Yes
TIN/SSN	[000000001, 000000002]

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

systems

- Financial Assessment Subsystem - Multifamily

Welcome MICHAEL

Figure 4-10 Edit User Information

After making the desired changes, click on the **Save** button. A transaction confirmation screen will be displayed confirming the updates.



Figure 4-11 User Edit Transaction Confirmation

4.2.4 Maintain User Profile – Actions

4.2.4.1 Assignment of Actions

Assignment of User Actions provides the Regular USER with the privileges necessary to accomplish his work with a PIH-REAC or HUD system. Actions include such privileges as *create draft*, *access all screens*, *validate drafts*, *make submissions*, and *approve adjustments* (See Appendix B for a listing of assignable actions).

To assign/update actions for a USER, first search/select the USER as described in Section 4.2.2 above. On the Maintain User Information Screen select Maintain User Profile – Actions from the Choose a Function pull down list.

The screenshot displays the 'System Administration' interface. On the left, a sidebar contains 'Secure Systems' with a house icon and a 'Welcome MICHAEL' message. Below this is a 'system administration' menu with links: 'Assistance Contract Assignment Maintenance', 'Business Partners Maintenance', 'Password Change', 'Property Assignment Maintenance', and 'User Maintenance'. At the bottom is a 'systems' menu with 'Financial Assessment Subsystem - Multifamily'. The main content area is titled 'Maintain User M00000'. It features a 'User Information' table and a 'Choose a Function' dropdown menu.

User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Below the table is the 'Choose a Function' section, which includes a dropdown menu currently set to 'Maintain User Profile - Actions'. The dropdown list shows the following options:

- Maintain User Profile - Actions
- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Maintain User Information
- Maintain User Profile - Actions (highlighted)
- Maintain User Profile - Groups
- Maintain User Roles
- Property Assignment Maintenance

Figure 4-12 Maintain User (Maintain User Profile - Actions)

After clicking on the **Submit** button, the Assign/Unassign Actions screen is displayed for your edits to the USER's Profile.

Secure Systems

housing | mail | help | search | home

System Administration

Assign/Unassign Actions for User **M00000**

Welcome MICHAEL

system administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

systems

- Financial Assessment Subsystem - Multifamily

User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign actions to the user

APPS - Active Partners Performance System

☐ COR - Coordinator

☐ UPD - Update

FASSUB - Financial Assessment Subsystem Submission

☐ AUC - Auditor Certification

☒ COR - Coordinator

☐ EXT - Extension Request Submission

☐ RES - Resubmission Request Submission

Figure 4-13 Assign/Unassign Actions for Regular USER

Assign the User actions for the desired subsystem by clicking on the check box next to the desired action(s) under the appropriate subsystem(s). After clicking on the **Assign/Unassign Actions** button at the bottom of the screen the following transaction confirmation screen is displayed

Successful Transaction

You have successfully assigned/unassigned action(s) to user M00000.

OK

Figure 4-14 Assign/Unassign Action(s) Transaction Confirmation

4.2.4.2 Unassignment of Actions

To remove actions from a Regular USER, you follow the same steps for the assignment of actions except the last step. For the last step, you click on the checked box next to the desired action(s) and this will remove the existing check next to those actions and after clicking the **Assign/Unassign Actions** button the Regular USER will no longer have the Actions you just unassigned.

4.2.5 Maintain User Profile – Groups

Some systems (For example, M2M and MDDR) have set up Groups to which USERS may be assigned. Assignment of a Regular USER to a Group(s) is another way to provide a Regular USER a set of privileges already assigned to any member of the Group.

4.2.5.1 Assignment of Groups

To assign/unassign a Regular USER to a Group(s), first search/select the Regular USER as described above in Section 4.2.2, User Maintenance – User Search/Selection. On the Maintain User Information Screen select Maintain User Profile – Groups from the Choose a Function pull down list.

System Administration housing | mail | help | search

Maintain User M00000

User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

- Maintain User Profile - Actions
- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Maintain User Information
- Maintain User Profile - Actions
- Maintain User Profile - Groups**
- Maintain User Roles
- Property Assignment Maintenance

Figure 4-15 Maintain User (Maintain User Profile - Groups)

After clicking on the **Submit** button the Assign/Unassign Groups screen is displayed for your edits to the USER's Profile.

System Administration housing | mail | help | search | home

Assign/Unassign Groups for User M00000

User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign groups to the user

M2M - Mark-to-Market	
<input type="checkbox"/> M00001	- Brian Doe
<input type="checkbox"/> M00002	- BYRON Doe
<input checked="" type="checkbox"/> M00003	- Carol Doe

Figure 4-16 Assign/Unassign Groups

Assign the User Groups for the desired subsystem by clicking on the check box next to the desired Group(s) under the appropriate subsystem(s). After clicking on the **Assign/Unassign Groups** button at the bottom of the screen the following transaction confirmation screen is displayed.

Successful Transaction

You have successfully assigned/unassigned group(s) to user M00000.

OK

Figure 4-17 Assign/Unassign Groups Transaction Confirmation

4.2.5.2 Unassignment of Groups

To remove a User from a Group, you follow similar steps as for the assignment of Groups; however, you click on the check box next to the desired Group(s) and this will remove the existing check next to those Groups and after clicking the

Assign/Unassign Groups button the USER will no longer be a member of the Groups you just unassigned.

4.2.6 Maintain User Roles

Another approach to granting access privileges is to assign roles. Roles have associated Actions such as *create draft* and *query system* as we observed in Assign Actions. The assignment of roles and actions depends on the culture of a specific system. The

assignment of roles is a necessary first step before assigning contracts, PHAs, and properties.

4.2.6.1 Assignment of Roles

To assign/update Roles for a USER, first search/select the USER as described in Section 4.8.1 above. On the Maintain User Information Screen select Maintain User Profile – Roles from the Choose a Function pull down list.

System Administration housing | mail | help | search

Maintain User M00000

User Information

User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Choose a Function

- Maintain User Roles
- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Maintain User Information
- Maintain User Profile - Actions
- Maintain User Profile - Groups
- Maintain User Roles
- Property Assignment Maintenance

Figure 4-18 Maintain User (Maintain User Roles)

After clicking on the **Submit** button the Assign/Unassign Roles screen is displayed for your edits to the USER's Profile.

System Administration housing | mail | help | search | home

Secure Systems

Welcome MICHAEL

system administration

- [Assistance Contract Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [User Maintenance](#)

systems

- [Financial Assessment](#)

Assign/Unassign Roles for User M00000

User Information	
User ID	M00000
First Name	John
Middle Initial	J
Last Name	Doe
User Status	Active
Coordinator	Yes
User Type	Business Partner

Please check/uncheck boxes to assign/unassign roles to the user

FASSUB - Financial Assessment Subsystem Submission

☐ CPC - CPA Certifier

☐ SUB - AFS Submitter

LOCCS - Line of Credit Control System

☒ ADM - Administration

☒ QRY - Query

☒ REQ - Requisition

Figure 4-19 Assign/Unassign Roles

Assign the User Roles for the desired system by clicking on the check box next to the desired role(s) under the appropriate system(s). After clicking on the **Assign/Unassign Roles** button at the bottom of the screen the following transaction confirmation screen is displayed.

System Administration housing | mail | help | search | home

Secure Systems

Welcome MICHAEL

system administration

- [Assistance Contract Assignment Maintenance](#)

Assign/Unassign Role Confirmation for User M00000

Roles to Assign to User M88228		
System Code	Role Code	Role Description
FASSUB	SUB	AFS Submitter

No roles were selected to unassign.

Confirm **Cancel**

Figure 4-20 Assign/Unassign Roles Confirmation

After reviewing the pending assignment of roles for the Regular USER, click on the **Confirm** button to accept the change. The transaction confirmation screen is display to confirm the transaction.



Figure 4-21 Assign Roles Transaction Confirmation

4.2.6.2 Unassignment of Roles

To remove Roles from a Regular USER, you follow the same steps as for the assignment of Roles except the last step. The last step requires you to click on the checked box next to the desired Role(s). This will remove the existing check next to those Roles and after clicking the **Assign/Unassign Roles** button the Regular USER will no longer have the Roles you just unassigned.

4.2.7 Assistance Contract Assignment Maintenance

The Assistance Contract Assignment Maintenance function provides the capability for a Coordinator (not Regular USER) to assign a contract and an associated role or roles to a Regular USER.

4.2.7.1 Assign Contract Function

The Coordinator performs a three-step process.

Step 1: Enter the USER's ID

Step 2: Select the Assign Contract function

Step 3: Enter either the Property ID, Contract #, or CAID.

The screenshot displays a web-based system administration interface. On the left is a blue sidebar with the 'Secure Systems' logo and a 'system administration' menu. The main content area has a blue header with 'System Administration' and navigation links. The title 'Assistance Contract Assignment Maintenance' is centered in red. Below it is a form with several sections: 'Please enter a User Id:' with a 'User ID' field containing 'M00000'; 'Enter a Function.' with a dropdown menu set to 'Assign Contract'; and a section titled 'For Assign Contract, one of the following criteria must be provided.' which includes three rows: 'Property ID' with '800000000', '(or) Contract #' with an empty field, and '(or) CAID' with a dropdown menu. At the bottom of the form are 'Submit' and 'Cancel' buttons. A mouse cursor is visible near the bottom right of the form.

Secure Systems

housing | mail | help | search | home

System Administration

Assistance Contract Assignment Maintenance

Please enter a User Id:

User ID M00000

Enter a Function.

Assign Contract

For Assign Contract, one of the following criteria must be provided.

Property ID 800000000

(or) Contract #

(or) CAID

Submit Cancel

system administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

Welcome MICHAEL

Figure 4-22 Assistance Contract Maintenance

After clicking on the **Submit** button, the Coordinator makes decisions on the Assign Contract screen about the roles and contracts to assign to the Regular USER. This function cannot be performed successfully unless appropriate roles have been first assigned to the Regular USER in User Maintenance.

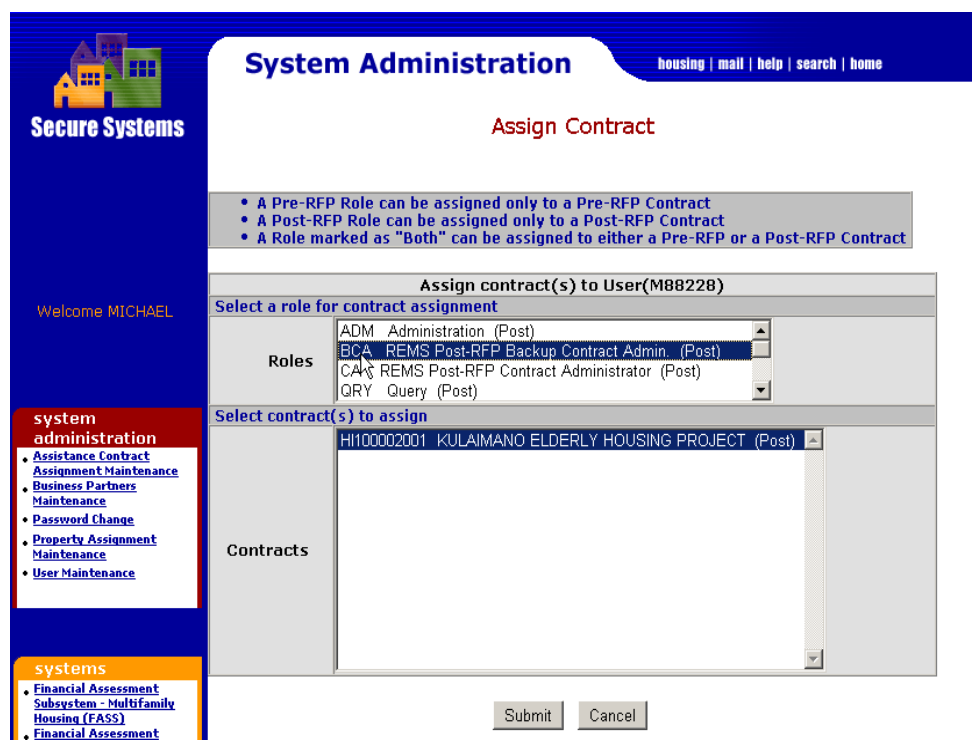


Figure 4-23 Assign Contract

The Coordinator selects a role and the Contract(s) to assign the Regular USER and clicks on the **Submit** button. A message is displayed confirming the assignment.

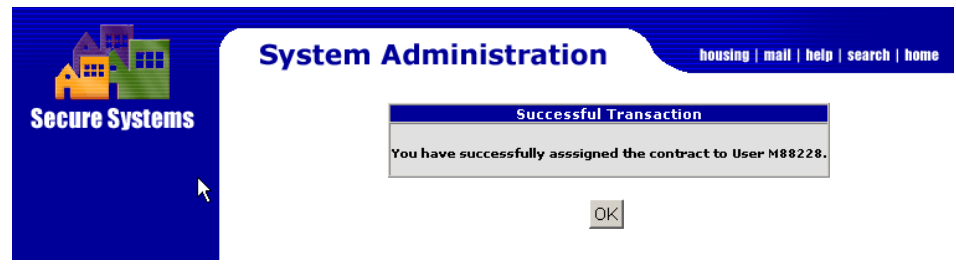


Figure 4-24 Confirmation Assignment of Contract

4.2.8 Unassign Contract Function

The Coordinator can view or unassign contracts for a user by selecting Assistance Contract Maintenance and then entering the USER's ID and selecting View/Unassign Contract from the pull down menu.

System Administration housing | mail | help | search | home

Secure Systems

Welcome MICHAEL

system administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

Assistance Contract Assignment Maintenance

Please enter a User Id:

User ID: M00000

Enter a Function:

View/UnAssign Contract

For Assign Contract, one of the following criteria must be provided.

Property ID:

(or) Contract #:

(or) CAID:

(or) Contract Type:

Submit Cancel

Figure 4-25 Assistance Contract Assignment Maintenance

After clicking on the Submit button, there is a displayed listing of contracts already assigned to the USER. If there are no contracts with roles assigned to the USER, a message will be displayed indicating this fact. The Coordinator can Unassign a contract(s) and role(s) by clicking in the desired check box (es) and selecting the Submit button.

System Administration housing | mail | help | search | home

Secure Systems

Welcome MICHAEL

system administration

- Assistance Contract Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

View or Unassign Contract Assignments

Unassign Contract(s) for (H8228)

Property ID	Contract Number	Contract Name	Role Code
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	ADM
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	PIV
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	QRY
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	REQ
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	SCA
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	TRK
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	TTQ
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	TVQ
<input type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	VIR
<input checked="" type="checkbox"/> 80000 44	HI1000001	KULAIMANO ELDERLY HOUSING PROJECT	YES
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	ADM
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	PIV
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	QRY
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	REQ
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	SCA
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	TRK
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	TTQ
<input type="checkbox"/> 80000 22	HI1000004	KAHUKU ELDERLY HOUSING PROJECT	TVQ

systems

- Financial Assessment Subsystem - Multifamily Housing (PASS)
- Financial Assessment Subsystem - Multifamily

Figure 4-26 Unassign Contract Assignments

After clicking on the **Submit** button, a message is displayed confirming that the contract is Unassigned.

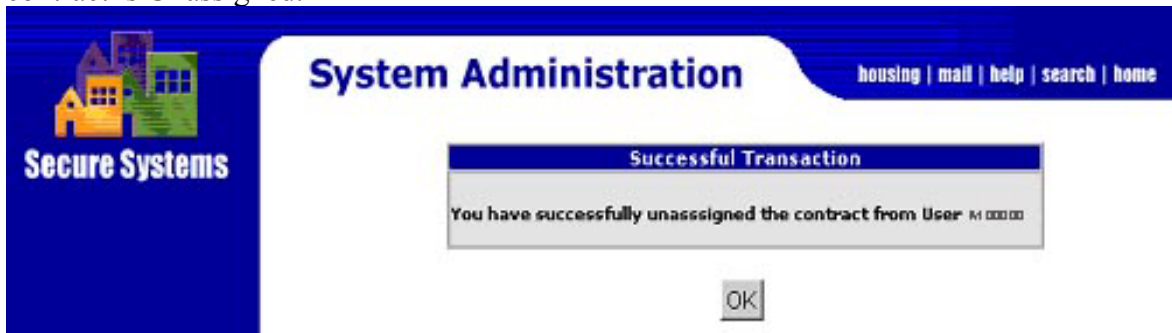


Figure 4-27 Confirmation of Unassignment of Contract

4.3 Business Partners Maintenance

The first Coordinator relationship with a Business Partner is an “Original” relationship. The privilege of working for that Business Partner is assigned at the time of Coordinator registration and when the Business Partner provides the Coordinator with the Coordinator User ID. After the “initial” coordinator registration process, Coordinators may request/establish relationships with multiple Business Partners. The Coordinators request/establish these “Additional” relationships through the Business Partners Maintenance screens. These additional relationships are referred to as BPR relationships.

4.3.1 Business Partner Maintenance

The Coordinator first selects the Business Partner Maintenance link on the Systems Administration section menu. When the screen in Figure 4-28 is displayed, the Coordinator enters Coordinator User ID as the first step in adding an additional Business Partner. Second step: Select Request New/Delete Existing Relationships. This is the same screen that will be seen later for adding or deleting Business Partners for Regular USERS.



Figure 4-28 Business Partner Maintenance Request

After clicking on the **Submit** button the Add/Delete Relationships screen is displayed.

System Administration housing | mail | help | search | home

Add / Delete Relationships

For John J. Doe MD0000

Select relationships to delete			
Status	Tax ID	Name	Type
A: 9903025 -		HHA WILKINA APARTMENTS PROJECT, INC.	(Organization)
A: 9903387 -		Housing & Community Development Corp of Hawaii	(Organization)

Relationships to add	
TIN/SSN/PHA ID	Business Partner Type
MD000	PHA
	Participant (Organization)
	Participant (Organization)
	Participant (Organization)

Figure 4-29 Request/Add Business Relationships

4.3.1.1 Requesting A Business Partner Relationship

The Coordinator enters the Business Partner's TIN, SSN, or PHA ID under *Relationships to add* and selects the Business Partner Type from the pull down list. After clicking on the **Submit** button, the Add/Delete Confirmation Screen is displayed. In the case of adding a business relationship, it is important to recheck the accuracy of the information. Specifically you should verify the Business Partner's mailing address is correct. Your Activation Code will be mailed to this address at the specified address. If this address is incorrect, you should coordinate with this business partner to contact the HUD field office for an address update.

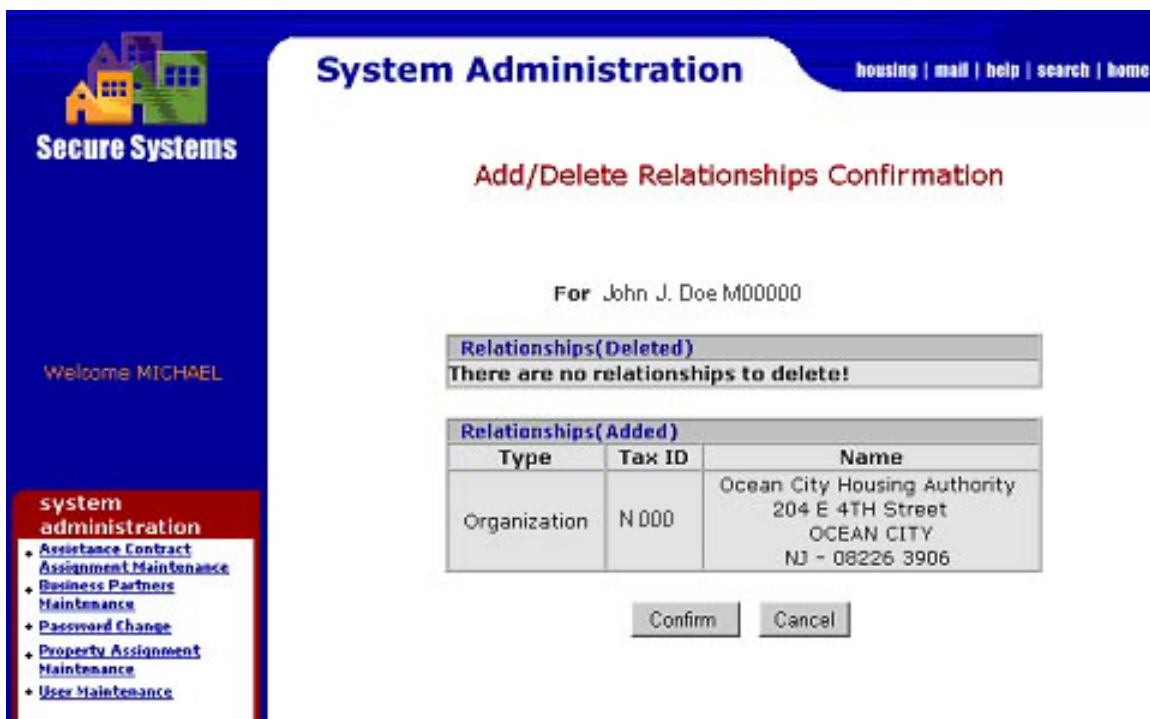


Figure 4-30 Add/Delete Relationships Confirmation

If you are satisfied with the information about the Business Partner, select the **Confirm** button. Secure Systems will display a screen that confirms a successful transaction.

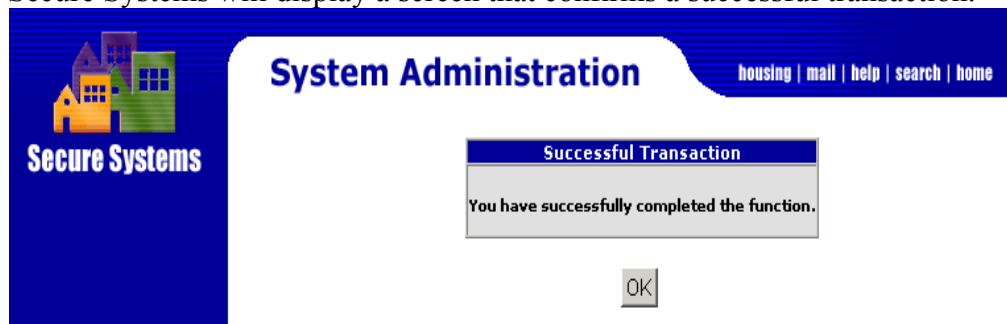


Figure 4-31 Request Business Partner Relationship Transaction Confirmation

4.3.2 Activation of a Requested Business Partner Relationship

The request by the Coordinator for an additional Business Partner relationship (BPR Coordinator) will trigger a letter to be sent to the Business Partner with an Activation Key for the relationship. Once the Coordinator obtains the Business Partner Relationship Activation Key from the Business Partner, he/she logs into Secure Systems, and selects Business Partner Maintenance. The coordinator enters the User ID and selects Activate Relationships from the pull down box.

System Administration housing | mail | help | search | home

Secure Systems

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Maintenance

Business Partners Maintenance

Please enter a User Id:

User ID M00000

Please enter a Function:

Activate Relationships

Submit Cancel

Figure 4-32 Business Partners Maintenance – Activate Relationship

After clicking on the **Submit** button, the Activate Relationships screen is displayed

System Administration housing | mail | help | search | home

Secure Systems

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Maintenance

Activate Relationships

For John J. Doe M00000

Activate relationships by entering corresponding activation key.

TIN/SSN/PHA ID - Name	Activation Key
N000 - Ocean City Housing Authority	JUCOGIY2OQJGLQNAIGXQ

Submit Cancel

Figure 4-33 Activate Relationships

The Coordinator enters the Activation Key provided in the letter from his requested Business Partner and clicks on the **Submit** button. A message will be displayed confirming the successful completion of the transaction.

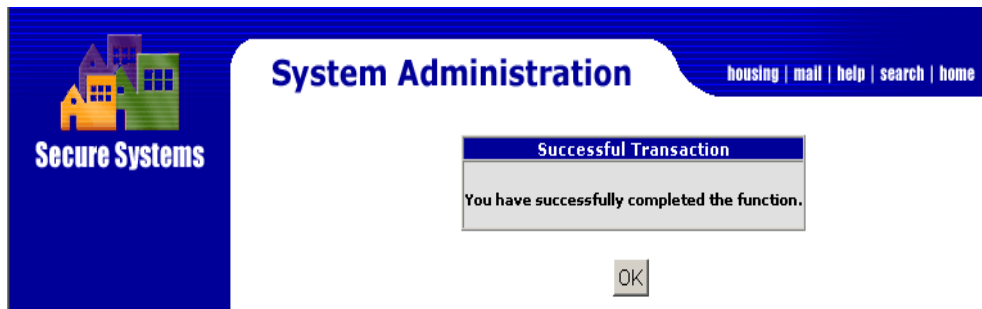


Figure 4-34 Business Partner Relationship Activation Transaction Confirmation

Once the Coordinator has obtained privileges for a business partner, assignments of privileges for the Regular USERS can be done.

4.3.3 Deactivate a Business Partner Relationship

A Coordinator may Deactivate his/her Coordinator relationship with any of his Business Partners other than the relationship with the Original Business Partner for which he registered. To Deactivate a Coordinator relationship with a Business Partner, the Coordinator selects Business Partner Maintenance from the Systems Administration menu; enters his/her User ID, and selects Deactivate Existing Relationship from the pull down box.



Figure 4-35 Business Partner Maintenance – Deactivation Request

After clicking on the button the Deactivate Relationships screen is displayed.

System Administration housing | mail | help | search | home

Deactivate Relationships

For John J. Doe M 00000

Participant Type	TIN/SSN/PHA ID	Name
Organization	990325-HHA WILUKINA, APARTMENTS PROJECT, INC.	
Organization	990387-Housing & Community Development Corp of Hawaii	

Submit Cancel

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment

Welcome MICHAEL

Secure Systems

Figure 4-36 Business Partner Relationship – Deactivate Relationships

The Coordinator selects the Business Partner relationship to deactivate and clicks on the **Submit** button. A message is displayed confirming the successful transaction.

Successful Transaction

You have successfully completed the function.

OK

System Administration housing | mail | help | search | home

Secure Systems

Figure 4-37 Business Partner Deactivation Transaction Confirmation

4.3.4 Deleting A Business Partner Relationship

First Step: The Coordinator selects the desired Business Partner Relationship to delete.

Second Step: The Coordinator scrolls to the bottom of the screen and clicks on the

Submit button.

System Administration housing | mail | help | search | home

Add / Delete Relationships

For John J. Doe

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

Status	Tax ID	Name	Type
A:	9903925	HHA WILIKINA APARTMENTS PROJECT, INC.	(Organization)
A:	9903987	Housing & Community Development Corp of Hawaii	(Organization)

TIN/SSN/PHA ID	Business Partner Type
	Participant (Organization)
	Participant (Organization)

Figure 4-38 Delete Business Partner Relationships

The Add/Delete Relationships Confirmation Screen is displayed.

System Administration housing | mail | help | search | home

Add/Delete Relationships Confirmation

For John J. Doe M 00000

Welcome MICHAEL

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- Password Change
- Property Assignment Maintenance
- User Maintenance

Type	Tax ID	Name	Status
Organization	9903987	Housing & Community Development Corp of Hawaii	Active Additional (A)

Relationships(Added)
There are no relationships to be added

Confirm Cancel

Figure 4-39 Delete Business Partner Relationship Confirmation

The Coordinators reviews the Business Partner Relationship that is to be deleted and, if correct, the Coordinator clicks on the **Confirm** button. Each successful transaction is rewarded with a confirmation message shown in Figure 4-40.

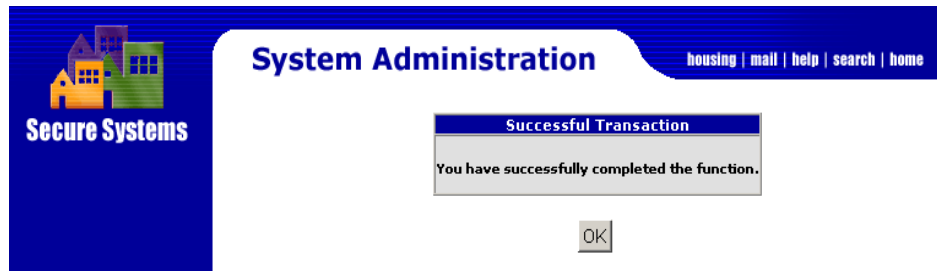


Figure 4-40 Confirmation of Business Relationship Maintenance

4.4 PHA Assignment Maintenance

4.4.1 Assign PHA

The Coordinator assigns PHAs and applicable roles to the Regular USER by selecting the PHA Assignment Maintenance link under Systems Administration and filling in the information on the PHA Assignment Maintenance screen. Follow these steps:

Step 1: Enter the User ID of the Regular USER

Step 2: Indicate whether the action is to assign or unassign a PHA

Step 3: Enter the PHA ID. If you do not know the PHA ID, you can select the name of the state to display a listing of all the state's PHAs and sort the PHAs in that state by PHA ID number or by name.

A Coordinator can assign PHAs and applicable roles only if applicable privileges have already been assigned to the Regular USER in *User Maintenance*.

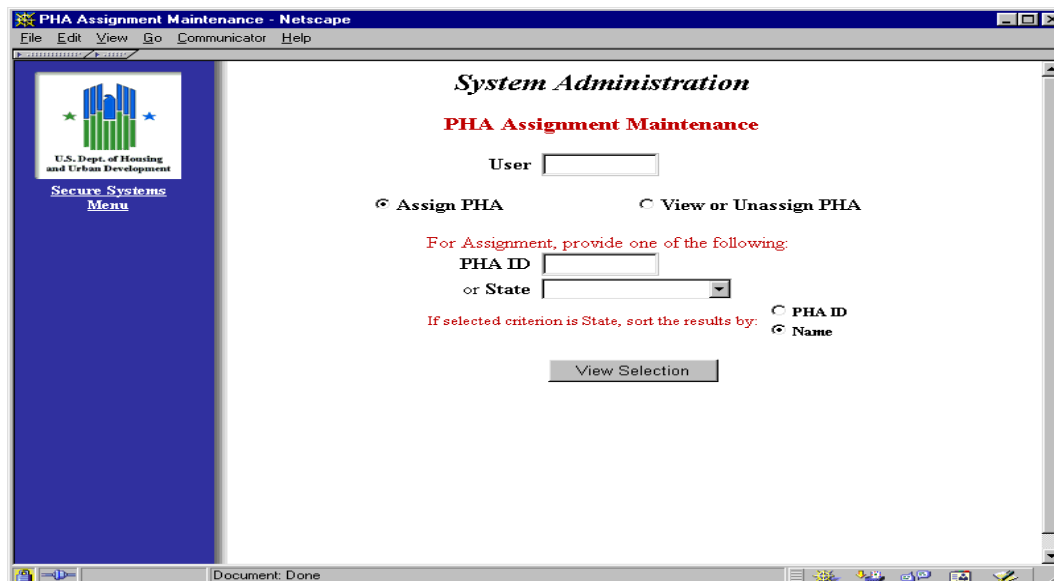


Figure 4-41 PHA Assignment Maintenance

After clicking on the **View Selection** button the Assign PHA screen is displayed. Select a role and applicable PHA(s).

Assign PHA For User M00000

Roles	PHAs
Administration (ADM)	N01 Syracuse Housing Authority
Generic M2M Role (M2M)	N02 Buffalo Municipal Housing Authority
PHA Submitter (PSB)	N03 The Municipal Hsng Authority City Yonkers
PHA User (PHU)	N05 New York City Housing Authority
Physical Inspection Viewe (PIV)	N06 Utica Housing Authority
Query (QRY)	N08 Tuckahoe Housing Authority
REMS Post-RFP Backup Cont (BCA)	N09 Albany Housing Authority
REMS Post-RFP Contract Ad (CA)	N10 Watertown Housing Authority
REMS Post-RFP Supervisory (SCA)	N11 Niagara Falls Housing Authority
Requisition (REQ)	N12 Troy Housing Authority

[\[Secure Systems Menu\]](#) [\[PHA Maintenance\]](#)

Figure 4-42 Assignment of PHA and PHA Roles

After clicking on the button, an Update Results screen will appear confirming that all updates have been completed successfully.

Update Results

All updates have been completed successfully.

[\[Secure Systems Menu\]](#) [\[PHA Maintenance\]](#)

Figure 4-43 Confirmation of PHA Assignment

4.4.2 View or Unassign PHA

The Coordinator may view or unassign PHAs with associated Roles for a Regular USER by using the PHA Assignment Maintenance screen (Figure 4-44). Enter the Regular USER ID, select View or Unassign PHA and click on the button. The Unassign PHA screen is displayed showing the current PHAs assigned to the user.

Unassign PHA For User M00000

PHA ID	PHA Name	Role Code
<input type="checkbox"/> C35	Housing Authority of the City of San Buenaventura	BCA
<input type="checkbox"/> C35	Housing Authority of the City of San Buenaventura	PSB
<input type="checkbox"/> L35	HOUSING AUTHORITY OF THE CITY OF LAFAYETTE	PSB
<input type="checkbox"/> L59	Vernon Community Action Council	ADM
<input checked="" type="checkbox"/> N03	The Municipal Hsng Authority City Yonkers	PIV
<input checked="" type="checkbox"/> N05	New York City Housing Authority	PIV
<input type="checkbox"/> N06	Utica Housing Authority	PIV

[\[Secure Systems Menu\]](#) [\[PHA Maintenance\]](#)

Figure 4-44 View or Unassign PHA for a USER

To unassign PHAs, select the check marked box (es) next to the applicable PHA(s) and click on the button. A confirmation screen will be displayed confirming the unassignment of PHA(s).

Update Results

2 unassigns have completed successfully.

[\[Secure Systems Menu\]](#) [\[PHA Maintenance\]](#)

Figure 4-45 Unassignment Confirmation Screen

4.5 Password Change

4.5.1 Changing Password

For the user, changing your password is the only system administration function applicable. The frequent changing of Passwords is an important step in increasing security. You can change your password at anytime; however, if you have not changed your password for over 21 days you will be prompted after login to change your password. To change your password, select the Change Password link under System Administration. Enter your old password. Then enter a new password, reenter it to verify it, and click on the button.



Secure Systems

User Login housing | mail | help | search | home

Change User Password M00000

Please enter your old and new passwords

User ID	M00000
Old Password	<input type="text"/>
New Password	<input type="text"/>
Verify New Password	<input type="text"/>

Content updated April 19, 2002 [Back to Top](#)

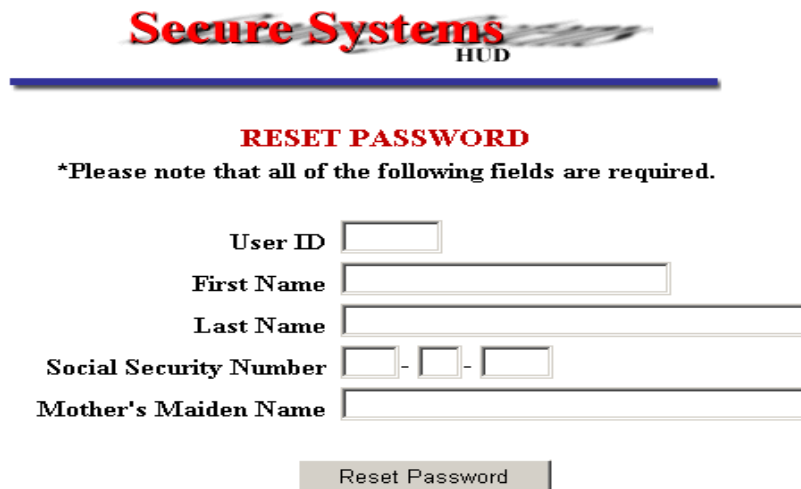
U.S. Department of Housing and Urban Development
451 7th Street S.W., Washington, DC 20410
Telephone: (202) 708-1112 TTY: (202) 708-1455

Figure 4-46 Change Password

4.5.2 Forgotten Password

Have you forgotten your password? Go to the URL address:

www.hud.gov/offices/reac/online/reasyst.cfm on the REAC-PIH Online web page and select **PASSWORD RESET** to display the Reset Password page, Figure 4-47.



Secure Systems
HUD

RESET PASSWORD

*Please note that all of the following fields are required.

User ID

First Name

Last Name

Social Security Number - -

Mother's Maiden Name

Figure 4-47 Reset Password

The information that you provide is compared to the data in Secure Systems that was obtained during your registration process. If you have provided information that corresponds to the information in Secure Systems, your password will be reset to a randomly generated 6 character alphanumeric password. This new password will be E-mailed to the E-mail address Secure Systems has as part of your User Information. Make

sure to keep your Coordinator informed of all changes in your User Information. Otherwise, Secure Systems will rely on the information provided at registration.

If you encounter any problems during the Forgotten Password process and receive an error message from the system, please contact the Technical Assistance Center (TAC) at **(888) 245-4860**. A TAC User has the capability to reset passwords. Before the TAC User will issue your password, he or she needs to verify your identity. The TAC User will ask for your User ID, first name, last name, last four digits of your SSN, and your mother's maiden name. If you have correctly answered these security questions, then the TAC User will reset your password to "password".

4.6 Property Assignment Maintenance

4.6.1 Property Assignment

Property Assignment Maintenance is used by the Coordinator to assign properties with applicable roles to a Regular USER. Assignments of properties with roles to a Regular User can only be performed if the Coordinator has first assigned the applicable Roles and Actions to Regular USERS using *User Maintenance* under System Administration.

The Coordinator selects the Property Assignment Maintenance link from the sidebar and sees the screen shown in Figure 4-48. In order to assign property for the Regular USER, enter the User ID for the Regular USER who is to have access and then enter one of the other items of information – Property ID, FHA Number, Contract Number or servicing site – and click on the **Submit** button.

The screenshot displays the 'Property Assignment Maintenance' screen within the 'Secure Systems' application. The interface includes a sidebar on the left with a 'System Administration' menu. The main content area features a form titled 'Property Assignment Maintenance'. The form contains the following fields and options:

- Please enter a User ID:** A text input field with 'M00000' entered.
- Choose a Function:** A dropdown menu with 'Assign Property' selected.
- For Assign Property, provide one of the following:** A section with four input fields:
 - Property ID:** 80000000
 - FHA Number:** (empty)
 - Contract Number:** (empty)
 - Servicing Site:** (empty)
- For Assign Property, show Property Owners:** A checkbox labeled 'Current Owners' which is checked.
- Buttons:** 'Submit' and 'Cancel' buttons at the bottom.

Figure 4-48 Initial Property Assignment Maintenance Screen

Next you will see the Assign Property screen as shown in Figure 4-49.

System Administration housing | mail | help | search | home

Secure Systems

Welcome JAMES

system administration

- [Assistance Contract](#)
- [Assignment Maintenance](#)
- [Business Partners Maintenance](#)
- [PHA Assignment Maintenance](#)
- [Password Change](#)
- [Property Assignment Maintenance](#)
- [User Activity Report](#)
- [User Maintenance](#)

systems

- [Active Partners Performance System](#)

Assign Property for User M00000

Choose a Role:

Role Description - (System ID - Role Code)

- Administration (LOCCS - ADM)
- Generic M2M Role (M2M - M2M)
- PHA Submitter (RASS - PSB)**
- PHA User (MASS - PHU)
- Physical Inspection Viewer (PASS - PIV)

Choose at least one Property:
Current property owners are show below.

Property ID - Property Name - TIN

- 8000005 - LOGAN COURT - 371 00 377

Submit **Cancel**

Figure 4-49 Assign Property Screen

Step 1: Select one or more properties. Step 2: Select an applicable user role. Step 3: Click on the **Submit** button. A transaction confirmation screen will be displayed.

Successful Transaction

You have successfully assigned the Property to User M 00000

OK

Figure 4-50 Property Assignment Transaction Confirmation

If you want to assign properties from a list of Servicing Site's properties, select the *Property Assignment Maintenance* link from the System Administration menu. Enter the User ID and select the Servicing Site from the Servicing Site pull down box.

Secure Systems

housing | mail | help | search | home

System Administration

Welcome JAMES

Property Assignment Maintenance

Please enter a User Id:

User ID: M 00000

Choose a Function:

Assign Property

For Assign Property, provide one of the following:

Property ID:

FHA Number:

Contract Number:

Servicing Site: New York

For Assign Property, show Property Owners:

Current Owners

Submit Cancel

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- User Activity Report
- User Maintenance

Figure 4-51 Property Assignment within a Servicing Site

After clicking on the **Submit** button, the Assign Property for USER is displayed with the listing of properties associated with the selected Servicing Site.

Secure Systems

housing | mail | help | search | home

System Administration

Welcome JAMES

Assign Property for User M00000

Choose a Role:

Role Description - (System ID - Role Code)

- Administration (LOCCS - ADM)
- Generic M2M Role (M2M - M2M)
- PHA Submitter (RASS - PSS)
- PHA User (MASS - PHU)
- Physical Inspection Viewer (PASS - PV)

Choose at least one Property:

Current property owners are show below.

Property ID - Property Name - TIN

- 80002 - AHRC HOUSING - 1355966 *
- 80003 - ADMIRAL WM. F. HALSEY SENIOR VILLAGE - 141501 *
- 80009 - ABYSSINIAN TOWERS - 1331322 *
- 80001 - ACADEMY GARDENS - 5211886 *
- 80002 - ACCESS HOUSE - 133236 *
- 80007 - AHI EZER APARTMENTS - 1124857 *
- 80008 - AHI EZER PLAZA - 1333197 *
- 80009 - AK HOUSES - 1329625 *
- 80000 - ALBANY-DECATUR REHABILITATION - 1152221 *
- 80001 - ALBERT GOODMAN PLAZA - 2536118 *

Submit Cancel

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners Maintenance
- PHA Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- User Activity Report
- User Maintenance

Figure 4-52 Assign Property for USER from a Listing of Servicing Site Properties

Proceed as described above to assign properties with associated roles to the Regular USER.

4.6.2 View or Unassign Properties

A Coordinator can view or unassign properties for a Regular User by selecting the Property Assignment Maintenance link under System Administration.

Step 1: Enter the User ID.

Step 2: Select the View or Unassign Property option.

Step 3: Click on the button.

Secure Systems

housing | mail | help | search | home

System Administration

Property Assignment Maintenance

Please enter a User ID:

User ID: M00000

Choose a Function:

View or Unassign Property

For Assign Property, provide one of the following:

Property ID:

FHA Number:

Contract Number:

Servicing Site:

For Assign Property, show Property Owners:

Current Owners:

system administration

- Assistance Contract
- Assignment Maintenance
- Business Partners
- Maintenance
- PHA Assignment Maintenance
- Password Change
- Property Assignment Maintenance
- User Activity Report

Figure 4-53 View or Unassign Property

The View/Unassign Property screen is displayed with a listing of properties with associated roles currently assigned to the Regular USER. To unassign a properties. Click on the check box in Figure 4-54 next to the property to unassign.

Secure Systems

System Administration | housing | mail | help | search | home

View/Unassign Property for User M00000

To unassign a property, check the box and click submit.

Property ID	Property Name	Owner TIN	Role Code	Role Description
<input type="checkbox"/> 800C5	BANYAN STREET MANOR		PHU	PHA User
<input type="checkbox"/> 800C5	BANYAN STREET MANOR		PSB	PHA Submitter
<input type="checkbox"/> 800C5	BANYAN STREET MANOR		TRK	Tenant Income Discrepancy Tracker
<input type="checkbox"/> 800C5	BANYAN STREET MANOR		VPS	View PHAS Scores
<input type="checkbox"/> 800C1	WILKINA APARTMENTS		PHU	PHA User
<input type="checkbox"/> 800C1	WILKINA APARTMENTS		PSB	PHA Submitter
<input type="checkbox"/> 800C1	WILKINA APARTMENTS		TRK	Tenant Income Discrepancy Tracker
<input checked="" type="checkbox"/> 800C1	WILKINA APARTMENTS		VPS	View PHAS Scores
<input type="checkbox"/> 800C5	LOGAN COURT		PSB	PHA Submitter

Submit Cancel

Figure 4-54 View/Unassign Property for USER

After clicking on the **Submit** button at the bottom of the screen a transaction confirmation screen is displayed.

Successful Transaction

You have successfully unassigned the Property from User M00000

OK

Figure 4-55 Property Unassignment Transaction Confirmation

4.7 User Activity Report

This report is only available to a Super Administrator. If the Coordinator needs some additional information about USER activity, a request can be made through the appropriate Help Desk.

4.8 Special Instructions and Caveat

4.8.1 Special Instructions for Error Correction

WASS employs error codes to provide timely alerts of the need for corrective action. Below is a list of some error messages you may encounter as a Coordinator and a

description of what you need to do, as well as where you can expect to encounter the message. Error messages provide Coordinators information about requirements for information and actions that violate one or more business rules. See Appendix A for many of the Business Rules.

Table 4-4 Error Messages

Error Messages	User Action	When Occurs
At least one criteria must be provided	Provide at least one criteria	On those screens that require more information than the User ID
User MXXXXX not found	Enter correct ID	When enter incorrect User ID
The user ID that was entered is a SASS user. This function is not used for SASS users	Check to see if User ID is correct. If yes, leave function.	When in Assign Business Partner
This function is not applicable to user M00000	Check User ID or leave system administration function	When Coordinator is in functional area with no privileges for User ID

4.8.2 Caveats and Exceptions

Access to government computer systems and information can be misunderstood. This access is a privilege. Abuse of the privilege is punishable. It is in your better interest to protect your access by not leaving your computer unattended while you are logged on. And use the information acquired from the HUD systems as set forth in your relationship with your business partner and by the managers of the system or systems you access.

Before working on any particular system, you should determine if there are any restrictions on how you use the systems. How you interact with your Coordinator and the systems is your responsibility.

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.




3.0 Getting Started

3. GETTING STARTED

3.1 Registration and Logging On for Regular USERS



Registration and Login

1. **Open** Netscape web browser (Netscape 4.76). Before you proceed, have you visited the *Who Am I* section? in Section 0.1.1 in the User's Manual? Understanding this information is essential for the registration process and using WASS.
2. **Enter** the URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select**  to begin the registration process.
4. **Select** *Multifamily Housing Entity, Public Housing Agency, or Independent User* for the next step in the registration process.
5. **Select User** for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail** – Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password** – This will be the password you use to Login to WASS Secure Connection. The password should be a “strong password” containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other “secret” word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online “Reset Password” request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** – Your User ID for Login is established the evening of the day you register as a Regular USER. Notify your Coordinator that you have registered. Your Coordinator will retrieve your User ID and assign you privileges (roles and actions) on the systems you will access. There is no written notification of your successful registration.
10. **Obtain** your User ID from your Coordinator
11. **Login** to WASS using your User ID and the password you created during registration. On the WASS Main Menu select the link to the system you need to use.

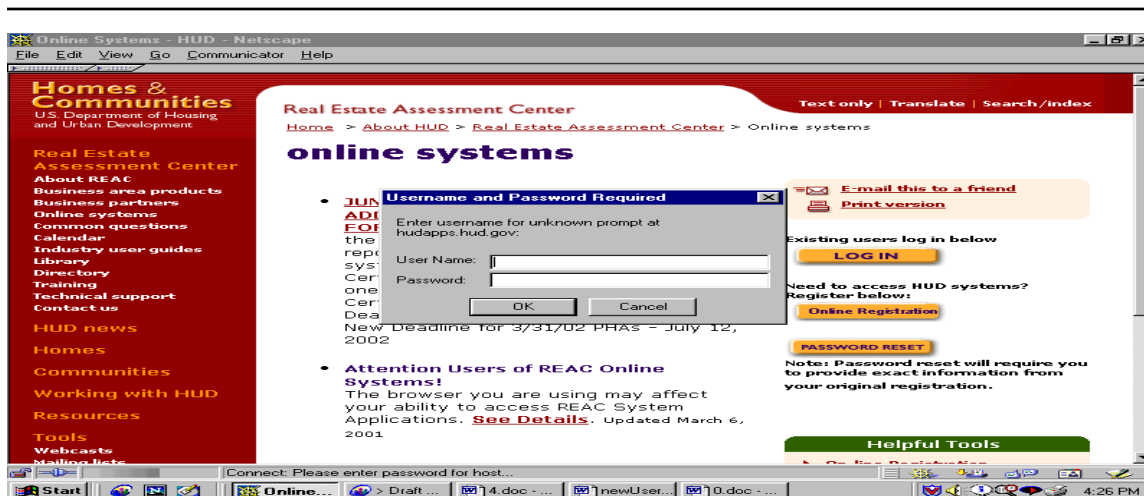


Figure 3-1 User Login Screen with Challenge Box

At time of registration, Regular USERS will have access to a set number of systems and roles and actions reserved for external HUD users. Your Coordinator will assign access privileges to systems after your successful registration. The systems available to your Coordinator to assign to you are based on the information from your registration form. The systems that are available to external Regular Users at registration are shown in Table 3-1.

Table 3-1 Assignable Systems for Regular USERS

<i>Property Assignment of Systems (TN Nos.)</i>		<i>Contract Assignment of Systems (TIN Nos.)</i>		<i>Property Assignment of Systems (PHAID)</i>	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	<i>Contract Assignment of Systems (PHAID)</i>		PASS	QASS
SASS	TASS			SASS	TASS
LOCCS	REMS	LOCCS	REMS	LOCCS	REMS
TRACS		TRACS	FASPHA	TRACS	FASPHA
		MASS	NASS	MASS	NASS
		RASS		RASS	

Your Coordinator will assign you roles and actions to enable you to do your work. The full list of roles and actions are in Appendix B. The first stop for information about the access to WASS or the individual is the appropriate help desks. Individuals at the help desk will answer your questions or refer you to an applicable System Administrator about issues related to their specific system.

3.2 Main Menu

Upon successful Login, the first screen for external Regular USERS and internal Regular USERS is the **Main Menu** screen. The range of system administration

functions available to all users is shown on the sidebar under system administration. External Regular USERS will only see Password Change under system administration. The *Main Menu* provides users the systems and system administration functions available immediately after registration. The system administration functions and system access are part of the privileges available to users.

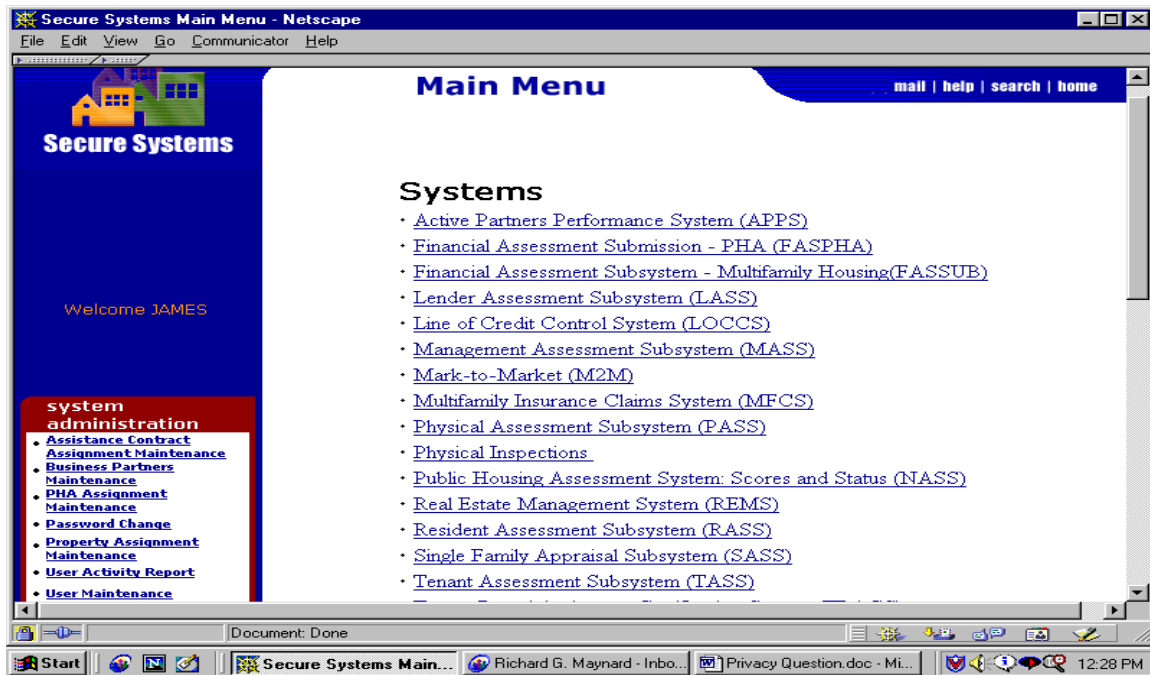


Figure 3-2 Main Menu

The *Main Menu* screen Figures 3-2 and 3-3 shows the systems and system administration functions on both the sidebar and on the center of the screen. Once you move to subsequent System Administration screens the sidebar information remains available for speedy access.

The *Main Menu* screen shown here shows the maximum number of System Administration Functions available to a Super Administrator who is supporting external users. It also shows the maximum number of systems available to a Coordinator or Regular USER who is an external user of HUD systems.

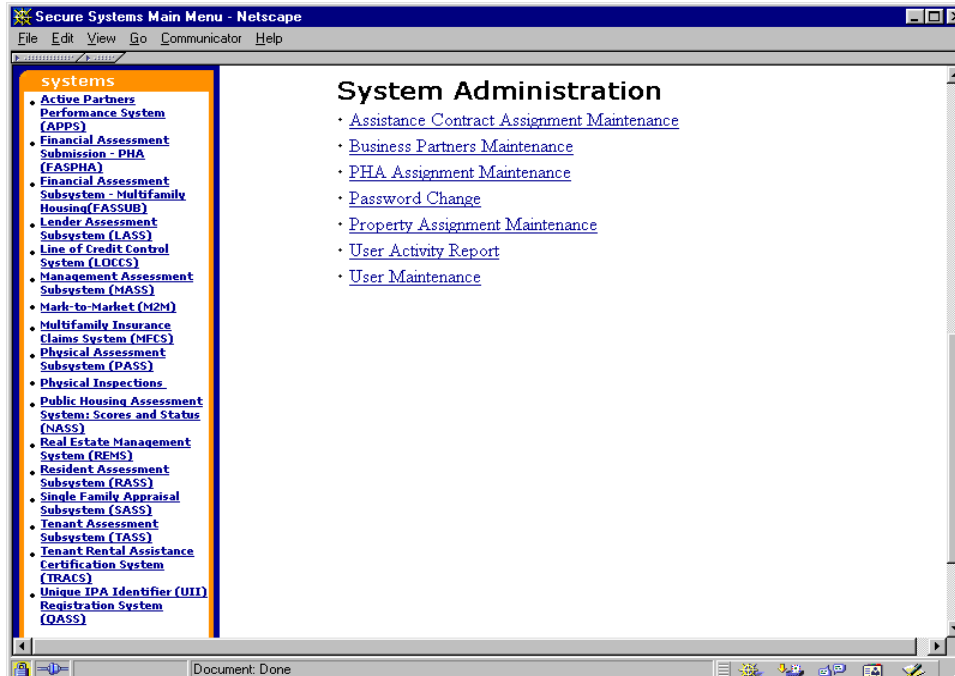


Figure 3-3 Main Menu (Continued)

Under the **Systems** section, Regular USERS see the systems that are assigned to them. Under the *System Administration* section, a Regular USER has the capability to “Change Password”. The other system administration functions shown above are functions that a Coordinator would see under the *System Administration* section of the *Main Menu*. Coordinators need the different system administration functions in order to provide users access to Business Partners, assign contracts, assign properties, assign PHAs, and assign groups, roles, and actions. Each of the system administration functions shown on the sidebar are linked to a series of other screens that present the Coordinator with the choices to complete the changes to a USER’s access privileges.

Below the *System Administration* functions are links to a list of systems. The list of systems displayed will vary from USER to USER depending upon roles and actions assigned to the USER. A current available list of systems for an External USER is about 15. A new system can be added at any time. There are also a few systems that are only available to internal users.

3.2.1 Assistance Contract Assignment Maintenance

Assignment of contracts is one of the Coordinator’s responsibilities. The success of this activity requires that the Coordinator know the User ID for the Regular User and at least one of the other pieces of information such as the property ID, contract number, and contract type. This information is available from the business partner. The Coordinator must assign roles to the Regular USER before starting this function.

3.2.2 Business Partner Maintenance

The Business Partner Maintenance function is used by a Coordinator to request, activate, deactivate or delete additional Business Partner Relationships. Success in this activity requires the Business Partner Type, Business Partner's TIN, PHA ID, or SSN and the User ID for the Coordinator.

3.2.3 PHA Assignment Maintenance

A Coordinator makes assignments to Public Housing Authorities (PHAs) on the Assign PHA screen. This screen is a different style in WASS 3.0.0.0. In a future release, it will have the same style as the other system administration screens. The successful use of this screen requires the User's ID and the accurate name or names of PHAs to be assigned.

3.2.4 Property Assignment Maintenance

The successful use of the Property Assignment Maintenance requires a User's ID and information about Property ID, FHA Number, Contract Number and Servicing Site.

3.2.5 User Maintenance

User maintenance is one of the most critical functions for Coordinators. *User Maintenance-Maintain User* screen provides a popup list of functions available to the Coordinator. See Table 3-2 to see the functions. Select the function from the pulldown list. Each function on the list will provide an additional screen to make the necessary change.

Table 3-2 User Maintenance Functions

Name of Maintenance Action	Description
Assistance Contract Assignment Maintenance	Assign a Regular USER to a contract
Business Partners Maintenance	1. Assigns a Regular USER to a business partner 2. Adds or deletes a business partner relationship
Maintain User Information	Edit the descriptive information for a Regular USER
Maintain User Profile - Actions	Assigns or unassigns actions to a Regular USER. See Appendix B for complete list.
Maintain User Profile - Groups	Assigns or unassigns a Group to a Regular USER
Maintain User Roles	Assign roles or unassigns roles. See Appendix B for complete list.
Property Assignment Maintenance	Assigns or unassigns property to a Regular USER
User Information	Update User Information

3.3 Changing User ID and Password

Passwords need to be changed every 21 days. Should you forget, WASS will remind you when it is time to change your password. Choose a password that is easy to remember. The password should be a "strong password" containing a combination of characters, numbers, and special characters. Safeguard your password so that others will not be able to access the systems and enter erroneous data or obtain important information from the systems. Have prospective Regular USERS use the registration

form to register for their own initial User ID. Do not let anyone use your User ID and password.

Once you have access to the system, you should use the *Change Password* function to change your password every 21 days or less.



The screenshot shows a web interface for 'Secure Systems' with a blue header and sidebar. The main content area is titled 'User Login' and displays a red message: 'Change User Password H04974'. Below this is a form titled 'Please enter your old and new passwords'. The form contains the following fields:

Please enter your old and new passwords	
User ID	H04974
Old Password	<input type="password"/>
New Password	<input type="password"/>
Verify New Password	<input type="password"/>

Below the form are 'Save' and 'Cancel' buttons. At the bottom of the page, there is a footer with the text: 'Content updated April 19, 2002' and a 'Back to Top' link. The footer also includes the U.S. Department of Housing and Urban Development address and contact information.

Figure 3-4 Changing Password

3.4 Exit System

Closing your browser window will terminate your session. Closing all of your browser windows is your means to ensure that someone else does not use your system access privileges while you are away from your computer. Aside from others using your ID to submit reports or information or review information on one or more of the systems, the system can be exited by closing down your browser without penalty. Closing your browser window is a sure means to know that someone else is not using your access privileges.



Revision Sheet

Release No.	Date	Revision Description
Rev. 1.0	6/14/02	User's Manual and Checklist for WASS 3.0.0.0 Release
Rev. 2.0	7/22/02	User's Manual and Checklist for WASS 3.0.0.0 Release
Rev. 3.0	7/31/02	User's Manual and Checklist for WASS 3.0.0.0 Release

Web Access Security Subsystem (WASS) User's Manual

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0 QUICK REFERENCE INFORMATION

WASS 3.0.0.0 is the security gateway for over 15 systems for external Regular USERS and over 20 systems for internal HUD Regular USERS. Many individual users have a limited need for information on how to access the system and perform the roles assigned to them by a Coordinator. And some Coordinators may only need a reminder about registration and the login to WASS. For these users, Quick Reference provides basic information needed to successfully navigate the Secure Connection in order to access the systems.

0.1 Quick Reference Overview

Quick Reference provides Coordinators and Regular USERS associated with Business Partners a pull out guide. A “Who Am I?” section describes the different types of users. It lets Regular USERS - written with capital letters - and Coordinators understand the many types of users and how they fit into the larger picture of HUD and its systems.

0.1.1 Who Am I?

You are one of over 40,000 individual users who access HUD systems annually. Responsibilities and access privileges vary widely for the many users. Careful registration is central to ensuring that you are identified and are given the privileges necessary to make your use of HUD systems successful.

Are you using the Internet? If you are, then you are an external user who has access to the systems and access privileges that are available to those on the Internet. Except for access as Coordinators, all Coordinators and users have access to the roles and actions assignable to the Regular USERS of about 15 systems. The list of the roles and actions assignable to you by your Coordinator is in Appendix B. While you may only use a few of the roles and actions, the list provides you information on the roles and actions that could be performed by an external Regular USER should your Coordinator assign them to you.

Are you one of two people who is representing a Business Partner? If you are, then you are a Coordinator. All others are Regular USERS.

To have the best experience with WASS, you need to know your role and understand something of the roles of others with whom you may work. For Regular USERS, the Coordinator is the main and sometimes only person you will contact while you use HUD systems. But should the occasion arise, there are System Administrators for each of the systems, and Super Administrators who are access gurus for all systems. Table 0-1 provides you a description of users categorized as either internal users on the Intranet or external users using the Internet.

The Secure Systems component of WASS makes decisions about your access to systems by your access type. External Regular User IDs begin with the letter “M” or “I”. As you can see from Table 0-1, there are also Intranet/Internal HUD employees with “H” IDs

and contractors with “C” IDs who provide support As Super Administrators, System Administrators and TAC Users (i.e., Help Desk).

Table 0- 1 User Types

User Category	Access Type	Physical ID	User Type Description
Intranet/Internal Users	Super Administrator, System Administrator, User, TAC User	Hxxxxx, Cxxxxx	Internal user without Internet access
	Super Administrator, System Administrator, User, TAC User	Hxxxxx, Cxxxxx	Internal user with Internet access
Internet/External Users	User	Mxxxxx	Participant - regular user
	Coordinator	Mxxxxx	Participant - Coordinator
	User	Mxxxxx	Expected participant - regular user (APPS)
	Coordinator	Mxxxxx	Expected Participant - Coordinator (APPS)
	User	Mxxxxx	AQA Contractor (SASS)
	Coordinator	Mxxxxx	AQA Contractor Coordinator (SASS)
	User	Mxxxxx	Appraiser (SASS)
	User	Ixxxxxx	Independent User
Inspectors	User	Mxxxxx	Inspector - PASS
	Coordinator	Mxxxxx	Inspector Coordinator (PASS)
Lenders	User	Mxxxxx	Lender

Regular USERS rely on Coordinators for help. Coordinators and Regular USERS also have access to help desks. When the Coordinator or TAC/help desk cannot resolve the issues/questions, then the issue/question can be referred to a System Administrator for the applicable system or one of the few Super Administrators. This WASS User’s Manual will provide you with most of the essential information for using WASS. However, when you need assistance, contact your Coordinator. If your Coordinator cannot assist you, call or E-mail the help desk that services the system you are using or want to use. Your Coordinator is your first line of help support. The help desk is the second line of help support. The System Administrators and Super Administrators are there to help if the problem is particularly difficult.

Table 0- 2 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center (TAC)	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, SASS, (LOCCS), PASS-CLA	(888) 245-4860. E-mail: Select “Contact Us” on the REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real Estate_MGMT@HUD.GOV.
FHA Connections	LASS	Contact FHA Connection

The WASS User’s Manual targets the Regular USERS and Coordinators who have external access through the Internet. Internal users, System Administrators, and Super Administrators may require additional information. For internal Regular USERS,

additional information is available from the System Administrator of the specific system or from the Help Desk. For System Administrators and Super Administrators, the WASS Operations Manual and WASS Maintenance Manual are companion documents to the User's Manual. The Operations Manual describes routine procedures for WASS. The Maintenance Manual provides information on ad hoc queries to databases to include updating of system access privileges.

A Business Partner Coordinator represents one or more Business Partners. Business Partners are owners of multifamily properties, managing agents, and developers. Coordinators manage the users that work for the Business Partner. Coordinators are on the "front-line" for system security. A Coordinator's role is to ensure that users are properly assigned system privileges. A privilege is a general word that covers:

1. Assignment to a Business Partner
2. Assignment of actions such as Read Only, Reports, and Approvals. There are many assignable actions for each of the systems. A particular user may be assigned one or more actions. The managers of the systems specify many of the action assignments; however, as a Coordinator you will need to make many of the action assignments to provide specific privileges for those Regular USERS you coordinate. Assignable actions are documented in Section 4 and listed in Section 6.0, Appendix B: Roles and Actions, of the User's Manual.

0.1.2 Acceptable Browsers

****Attention** users of PIH-REAC online systems:**

Recently many PIH-REAC system users, who have been experiencing problems using business applications, have contacted us. These problems have arisen with the use of Microsoft Internet Explorer 5.0 or above and the Netscape 6 browser upgrades -- either of which may prevent users from using the applications successfully. REAC is in the process of researching these problems and implementing a solution. In the meantime, users needing to access any of PIH-REAC's On-line Systems should use **Netscape 4.76** as the browser. If you don't have access to this browser, it can be downloaded for free from the following URL: http://home.netscape.com/download/0222101/10000-en----_qual.html

The PIH-REAC will post updates to its site as information on the browser issue becomes available or a resolution is implemented. If you need additional information or assistance, please contact our Technical Assistance Center (TAC) at (888) 245-4860.

0.2 Quick References

Quick references are pullouts from the User Manual that can be used to address frequently asked issues. An abbreviated User's Manual accompanies it for external Users who are Coordinators or Regular USERS.

0.2.1 Coordinators

Coordinators have an important system administration role in the use of HUD systems by external Regular USERS. They have the responsibility for managing access for

thousands of users and ensuring that the users have the privileges necessary to do their work. Coordinators are designated “Original” when they complete a coordinator registration and are one of the two allowed Coordinators for their first Business Partner. When a Coordinator establishes additional relationships with other Business Partners, they are designated BPR Coordinators.

0.2.1.1 Coordinator’s Quick Reference

The Coordinator’s Quick Reference provides the essential procedures for Coordinators to begin work. The Quick Reference is intended to be removed from the User’s Manual for use so that you will have the Quick Reference even when it is not convenient to have access to the full User’s Manual.

As a Coordinator you have an important role in managing the access and privileges for Regular USERS for one or more Business Partners. Indiscriminate assigning of roles and actions could compromise the relationship of the Business Partner with HUD. This makes it particularly important not to lend your Coordinator User ID to anyone else nor leave your computer logged in to WASS when you leave the room. Lending a Coordinator’s User ID is dangerous to the security of the system. It allows someone else to make decisions about access that you may not notice until something detrimental happens.

0.2.1.2 Abbreviated Coordinator’s User’s Manual

The abbreviated Coordinator’s User’s Manual is a short list of essential procedures that are directly targeted at Coordinators. The short list of procedures provides a description of the information to initiate a Secure Connection and access Secure Systems. For more detailed information about the systems, contact the help desks about each applicable system.

Access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to following URL address:

www.hud.gov/offices/reac/online/reasyst.cfm and click on the  button.

As you will see from the next screen, there are three different online registration forms. The form used will depend upon whether the registrant is registering for systems under *Public Housing Authority*, *Multifamily Housing Entity* or as an *Independent User*. Coordinators only register for *Public Housing Authority* and *Multifamily Housing Authority*. The Public Housing Authority registration form and the Multi-Family registration form differ only in the request for PHA ID information rather than for a Tax Identification Number.

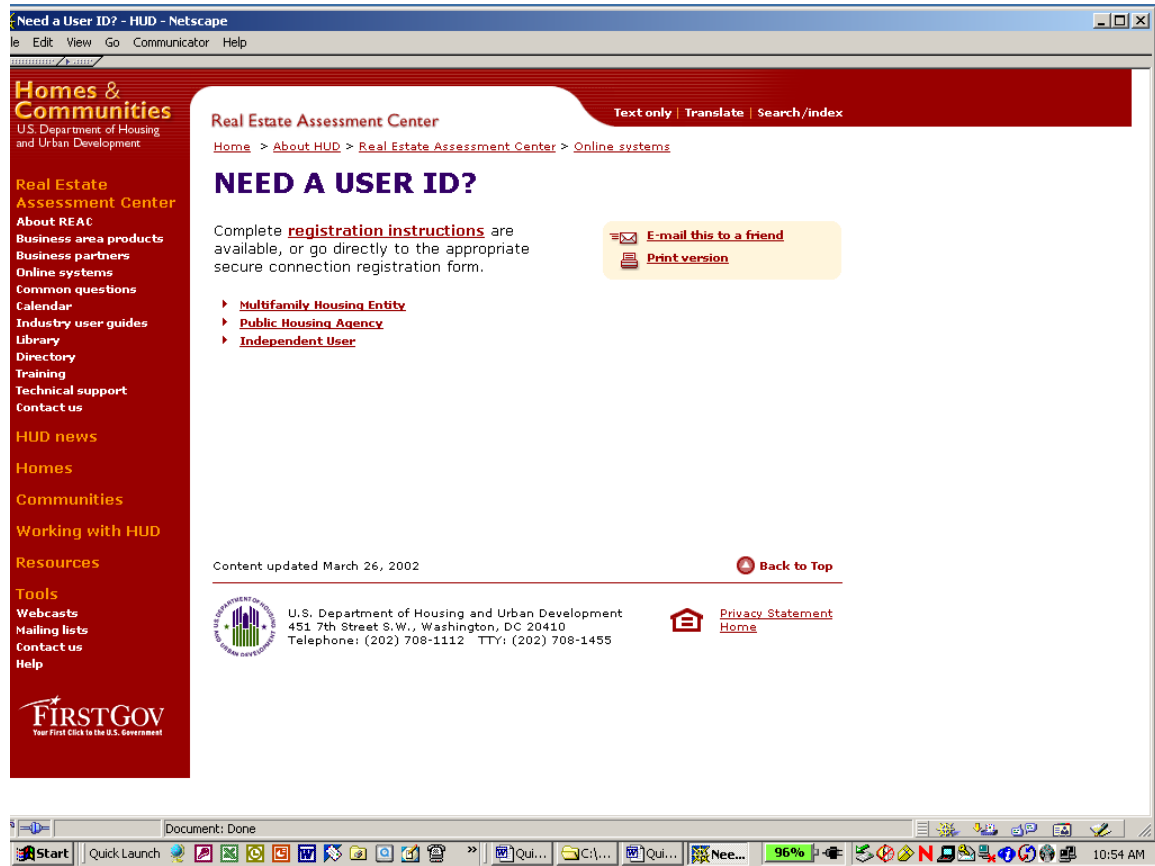


Figure 0-1 Need a User ID?

The Public Housing Authority (PHA) registration form is shown in Figures 0-2 and continued in Figure 0-3. When completing the registration form, be sure the information is complete and accurate so that your registration is processed in a timely fashion and there are no delays in your notification of successful registration.

Should you have difficulty filling out the registration form, there are some automatic reminders about the information required. See Figure 0-4 for the list of required information. The success of your registration depends on the accuracy of your registration information.

PHA

Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHA specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHA specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: ☒ Coordinator ☐ User

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Organization Information	
<ul style="list-style-type: none"> • Provide the name of the Public Housing Authority you represent • Provide the Number of the Public Housing Authority you represent 	
Organization Name:	<input type="text"/>
Organization ID:	<input type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Figure 0-2 Public Housing Authority Registration

Password:	<input type="text"/>
Re-enter Password for Verification:	<input type="text"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Figure 0-3 Public Housing Authority Registration (Continued)

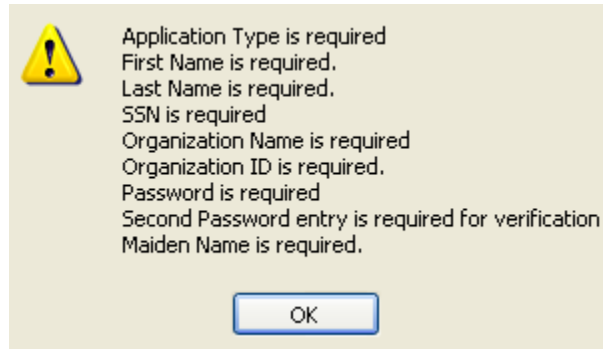



Figure 0-4 List of Required Information

Coordinator's Quick Reference Manual



Registration and Login

1. **Open** Netscape web browser (Netscape 4.76). Before you proceed, have you visited the *Who Am I?* Section 0.1.1 in the User's Manual? Understanding this information will be essential for the registration process and using WASS.
2. **Enter** the following URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select**  to begin the registration process.
4. **Select** *Multifamily Housing Entity* or *Public Housing Agency* for the next step in the registration process.
5. **Select Coordinator** for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail** – Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password** – This will be the password you use to Login to WASS Secure Connection. The password should be a “strong password” containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other “secret” word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online “Reset Password” request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** of a successful registration will be sent by mail to the Trusted Business Partner that you specified in the Organization/Individual Information section on the registration form. This notification is generally sent out the next business day following the day you register
10. **Contact** your Business Partner approximately one week after online registration. Your User ID for login is provided to your Business Partner in the notification letter.
11. **Obtain** your User ID from your Business Partner. Your User ID will be recognized by WASS as a User ID for a Coordinator.
12. **Login** to WASS using your User ID and the password you created during registration. Assign yourself user roles and actions. Note that you can only assign roles and actions to Regular Users if you have assigned yourself those roles and/or actions. Except for the action of Coordinator, all other roles and actions provide you privileges as a Regular USER.

At time of registration, users will have access to a set number of systems, roles, and actions reserved for external HUD users. The systems that are assignable by the

Coordinator at registration depend on the information on your registration form. They are shown below and reflect whether your Business Partner is a Public Housing Authority or other Business Partner.

Table 0-3 Assignable Systems Based on Registration Information

<i>Property Assignment of Systems (TIN Nos.)</i>		<i>Contract Assignment of Systems (TIN Nos.)</i>		<i>Property Assignment of Systems (PHAID)</i>	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	<i>Contract Assignment of Systems (PHAID)</i>		PASS	QASS
SASS	TASS			SASS	TASS
LOCCS	REMS	LOCCS	REMS	LOCCS	REMS
TRACS		TRACS	FASPHA	TRACS	FASPHA
		MASS	NASS	MASS	NASS
		RASS		RASS	

Assign roles and actions to other users as they are registered. A list of assignable roles and actions are in Appendix B. HUD has provided experienced support for you in the use of HUD systems. Use Table 0-4 to determine the help desk appropriate for you.

Table 0-4 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, SASS, (LOCCS), PASS-CLA	(888) 245-4860. E-mail: Select "Contact Us" on the PIH-REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real Estate MGMT@HUD.GOV.
FHA Connections	LASS	Contact FHA Connection

0.2.2 Regular USERS

Most of you who are users of HUD systems are Regular USERS. As a Regular USER, you primarily use WASS to access other PIH-REAC and other HUD systems. You have a limited System Administration responsibility to change your password. Your coordinator will use System Administration functions to assign you groups, roles, and actions that will give you the necessary privileges to access the systems and functions to perform your specific job within HUD online systems.

0.2.2.1 Quick Reference for Regular USERS

The USER Quick Reference pullout provides most, if not all, the information you need to navigate the WASS security and access HUD online systems.

0.2.2.2 Abbreviated User's Manual for Regular USERS

The customized Quick Reference allows Regular USERS to focus on just that information essential to their success. The size of this limited form of the User's Manual will encourage you to download it even if you have low speed access to the Internet.

User access to HUD Online Systems begins when you complete one of the Online Registration Forms. Go to following URL address:

www.hud.gov/offices/reac/online/reasyst.cfm and click on the  button.

On the subsequent screen, select the link to the appropriate secure connection registration form (*MultifamilyHousing Entity, Public Housing Agency or Independent User*). Figure 0-5 and Figure 0-6 shows the registration form for a Multifamily Housing Entity. As you will notice that it is only slightly different than the Public Housing Authority registration form shown in Figures 0-2 and 0-3.

Multifamily

Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the CEO of the HUD-registered entity specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the HUD-registered entity specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:
Warning! Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.

Application Type: ☒ Coordinator ☐ User

First Name:

Middle Initial:

Last Name:

Social Security Number: - -

Organization/Individual Information

- Provide the name of the HUD-registered Organization or Individual you represent
- Provide the Tax Identification Number or Social Security Number of the HUD-registered Organization or Individual you represent. Do not enter dashes.
- Specify whether the HUD-registered entity you represent is an Organization or an Individual

Organization/Individual Name:

TIN/SSN:

☐ Organization ☒ Individual

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and

Figure 0-5 Online Registration Form

should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters.
Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.

Password:

Re-enter Password for Verification:

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Figure 0-6 Online Registration Form (Continued)

For completion of the registration form, follow the instructions outlined in the Regular USER's Quick Reference Manual that follows.

The registration for an Independent User is quite similar. However, the Independent User registrant enters a Social Security Number instead of entering a Tax ID or PHA ID. The Independent User is notified by E-mail within 24 hours of registration. See the Independent User Registration form in Figure 0-7.

Independent User Registration

To apply for an independent user ID, fill out the form below, and click Send Application when you are through. If you have already been assigned a user ID, you will be prompted to convert that ID to an Independent user ID. If you have not been assigned a user ID yet, an ID will be assigned and mailed to you. The password will not be disclosed, so make sure you remember it!!!

And remember:

***Warning!** Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.*

First Name:	<input type="text"/>
Middle Initial:	<input type="text"/>
Last Name:	<input type="text"/>
Social Security Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:	<input type="text"/>
-----------------	----------------------

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Password:	<input type="password"/>
Re-enter Password for Verification:	<input type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.


Mother's Maiden Name:	<input type="text"/>
-----------------------	----------------------

Figure 0-7 Independent User Registration Form

Regular USER's Quick Reference Manual



Registration and Login

1. **Open** Netscape web browser (Netscape 4.76). Before you proceed, have you visited the *Who Am I?* Section 0.1.1 in the User's Manual? Understanding this information will be essential for the registration process and using WASS.
2. **Enter** the following URL address: www.hud.gov/offices/reac/online/reasyst.cfm to access the login page to WASS.
3. **Select**  to begin the registration process.
4. **Select** *Multifamily Housing Entity, Public Housing Agency, or Independent User* for the next step in the registration process.
5. **Select User** for the Application Type and complete the remainder of the information. All information is required.
6. **E-mail** – Ensure you provide a valid E-mail address. This address will be used by some systems to send you correspondence. It is also used by WASS to send you a new password in case you forget your password and need it reset sometime in the future.
7. **Password** – This will be the password you use to Login to WASS Secure Connection. The password should be a “strong password” containing a combination of characters, numbers and special characters. The password must be a minimum of 6 characters and a maximum of 8 characters.
8. **Mother's Maiden Name** – The mother's maiden name (or some other “secret” word) is used in part of the verification process when you need to have your password reset by the Help Desk. You also use this in the verification process when you process an online “Reset Password” request. You must remember this word so that you will be able to have your password reset if required.
9. **Notification** – Your User ID for Login is established the evening of the day you register as a Regular USER. Notify your Coordinator that you have registered. Your Coordinator will retrieve your User ID and assign you privileges (roles and actions) on the systems you will access. There is no written notification of your successful registration.
10. **Contact** your coordinator for your User ID.
11. **Login** to WASS using your User ID and the password you created during registration. On the WASS Main Menu select the link to the system you need to use.

At time of registration, Regular USERS will have access to a set number of systems and roles and actions reserved for external HUD users. Your Coordinator will assign access privileges to systems after your successful registration. The systems available for your Coordinator to assign to you are based on the information from your registration form. The systems that are available to external Regular Users at registration are shown in Table 0-3. For example, if your Coordinator entered a Tax Identification Number (TIN)

for your Business Partner, then the systems available for assignment of a property are APPS, LASS, PASS, SASS, LOCCS, TRACS, FASSUB, M2M, QASS, TASS, and REMS.

Table 0-5 Systems Available to Regular USERS

<i>Property Assignment of Systems (TIN Nos.)</i>		<i>Contract Assignment of Systems (TIN Nos.)</i>		<i>Property Assignment of Systems (PHAID)</i>	
APPS	FASSUB	LOCCS	REMS	APPS	FASSUB
LASS	M2M	TRACS		LASS	M2M
PASS	QASS	<i>Contract Assignment of Systems (PHAID)</i>		PASS	QASS
SASS	TASS			SASS	TASS
LOCCS	REMS	LOCCS	REMS	LOCCS	REMS
TRACS		TRACS	FASPHA	TRACS	FASPHA
		MASS	NASS	MASS	NASS
		RASS		RASS	

Your Coordinator will assign you roles and actions to enable you to do your work. The current list of roles and actions are documented in Appendix B. The first step for information about access to WASS is your Coordinator. If your Coordinator cannot assist you, telephone or E-mail the Help Desk that services the system you are using or want to use. Individuals at the help desk will answer your questions or refer you to a System Administrator about issues related to the applicable system.

Table 0-6 Help Desk Contact Information by System

Help Desk	Systems	Telephone/E-mail Address
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, SASS, (LOCCS)	(888) 245-4860. E-mail: Select "Contact Us" on the REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 E-mail: Real_Estate_<GMT@HUD.GOV
FHA Connections	LASS	Contact FHA Connection



2.0 System Summary

2 SYSTEM SUMMARY

The Web Access Security Subsystem was developed to centralize the secure connection and secure access to HUD systems. Regular USERS initiate contact with the system through their desktop web browsers using the Internet or the HUD Intranet. The network connection (Internet or Intranet) puts the user in connection with the PIH-REAC web site. For external Regular USERS, the first step is online registration to obtain a User ID. Once a User ID is issued, the user can login and access systems with the set of privileges assigned at registration.

2.1 System Configuration

WASS processes registrations with the assistance of FHA Connection. And CENCOR mails registration forms to Business Partners. WASS is the first stop when you Login. It manages your Secure Connection and Secure Systems access. These relationships are portrayed in Figure 2-1.

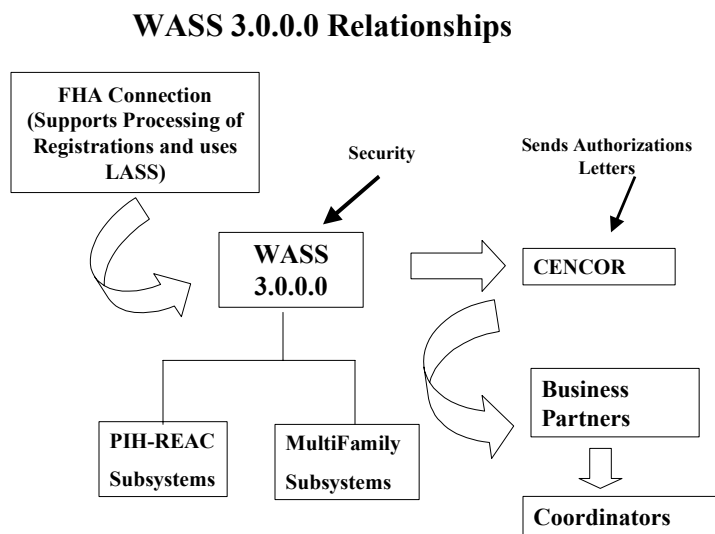


Figure 2-1 WASS Relationships and Functions

2.2 Data Flows

WASS 3.0.0.0 serves as a complex filter that sets a framework for different users to access the systems and carry out their functions on behalf of HUD Business Partners and HUD.

Most of the privileges available to external Regular USERS are associated with the transmittal of information to HUD about HUD related business activities in the field.

Data flows from the external Regular USERS to HUD and is stored by and processed in one or more systems. Most of the functionality in WASS is the looking up of information stored in various tables to tell the security subsystem who you are, where you can go, and what you can do when you get there. It also keeps track of all the changes that Coordinators make to property assignment, business partner assignment, PHA assignments, roles, and actions. For Coordinators, these filters are presented to the user in a series of windows. Regular USERS will only see the windows and the information selected for them by their Coordinator.

Table 2-1 Data Bases Users and Their Privileges

Table	Description
HUD systems addressed by WASS	A reference table of HUD's secure internet and intranet systems.
System Actions that define user rights	A reference table of system actions that are used to define user rights to Secure Systems data and functionality.
The names of people who can access systems through WASS	A HUD trusted business partner, employee, or contractor that has been granted the authority to access Secure System.
User Rights	The definition of a user's system rights in terms of one or more system actions.
User Roles	A functional position that is used to categorize system users
Assignment of Roles to USERS	The assignment of a specific role to a given user
System Groups that are used to assign system rights	A reference table of system groups that are used to categorize users for purposes of assigning system rights.
Actions for system groups	The definition of a system group in terms of one or more system actions.
USERS and Business Partners	A Secure Systems user's association to the trusted business partner under which he/she registered for a User ID. A secure System Coordinator may be associated with multiple trusted Business Partners.
Property Assignments	The assignment of a user to a property in a specific role.
Assistance Contract Assignments	The assignments of a user to assistance contract in a specific role.
PHA Assignments	The assignment of a user to a Public Housing Authority (PHA) in a specific role.
Participant Assignment	The assignment of a user to a participant in a specific role.
Password and Registration Activities	A transaction request for LDAP server, which may be a password change, user reinstatement, user termination. A transaction request may also be for resending a Secure Connection registration letter.
User Group Assignments	The assignment of a user to a specific system group.
Definitions of Roles Linkage to Actions	The definition of a role in terms of one or more system actions.

2.3 User Access Levels

The ***Secure Systems*** screen is divided into two sections - ***Systems*** and ***System Administration***. Determine Access Rights is the process that decides what system links and what system administrative links are displayed on the Secure Systems screen. Links to the systems for which a user has access rights are displayed under ***Systems***. System administrative links for which a user has access rights are displayed under ***System Administration***.

It is the responsibility of Coordinators/System Administrators to perform system administration functions that establish system access for their USERS. Before they can set access rights for any of their USERS a Coordinator must first establish himself or herself as the Coordinator/System Administrator. This is accomplished through *User Maintenance - Maintain User Profile* in which the Coordinator/System Administrator selects the desired system(s) to be accessed (see *Maintain User Data* section for explanation of this function). The systems selected under a Coordinator/System Administrator's user profile determine what system links are displayed on the ***Secure Systems*** screen for the Coordinator/System Administrator. The system links displayed for USERS depend upon the roles assigned to the User by his/her Coordinator/System Administrator through *User Maintenance-Maintain User Profile* (see sections 4.2.4 and 4.2.6 for explanation of this function).

2.4 Contingencies and Alternate Modes of Operation

WASS has extensive redundancy. This means that as long as the systems are available, you can rely on WASS to be operational. There are no alternative means to access the various systems should WASS be unavailable.



1.0 General Information

1 GENERAL INFORMATION

The Web Access Security Subsystem (WASS) Release 3.0.0.0 User's Manual provides the information and procedures that are required by external Regular USERS. Quick Reference sheets in Section 0 facilitate a Coordinator's or Regular USER's access by providing the minimum steps required to access the systems. More extensive information about all system administration is available in the Maintenance Manual provided to each Super Administrator. The User's Manual provides the specific information especially for external Regular USER of WASS to navigate the Secure Connection and Secure Systems and to understand the decisions that will facilitate their use of one or more HUD systems.

Regular USERS are individuals who work with trusted partners, HUD employees, or are contractors who work with HUD. Those who work with trusted partners are called Coordinators and Regular USERS. HUD employees and contractors are individuals who help administer and provide support to the Coordinators and Regular USERS. Some of these individuals are System Administrators, Technical Assistance Center (TAC) Users and a few Super Administrators. Others are Internal Regular USERS who access the system through the HUD Intranet.

1.1 System Overview

The User's Manual provides information on how best to use Web Access Security Subsystem (WASS) Release 3.0.0.0, a major release of the security interface for access to 20 or more Housing and Urban Development's systems. It seeks to provide an approach to demystifying WASS 3.0 so thousands of individuals who access the systems can do so more effectively.

Table 1-1 Objectives for Web Access Security Subsystem

Objectives for Web Access Security Subsystem
Provide HUD's trusted Business Partners and internal HUD users a means for requesting access to HUD's Secure Systems.
Provide secure access to HUD's secure systems environment from the Internet.
Provide secure use of the applications available via HUD's secure systems environment.

1.1.1 Secure Connection and Secure Systems Components

WASS consists of a Secure Connection component and a Secure Systems component. These components provide an overall security umbrella for thousands of Regular USERS of HUD systems.

The Secure Connection component of WASS includes online registration forms that are accessible via the World Wide Web, and are used by HUD's trusted Business Partners to submit requests for the authority to access secure systems that reside behind HUD's firewall. The data captured by the Secure Connection registration pages is used to establish authorized users on the Lightweight Directory Access Protocol (LDAP) server. Secure Connection provides system level security by validating users against the LDAP server prior to providing them access to

HUD's Secure Systems environment from the Internet. Users are validated by capturing their user identifications (IDs) via the Netscape authentication box that is displayed upon connection to the LDAP server. Upon a user's valid entry into HUD's secure systems environment, control is passed from Secure Connection to Secure Systems, which enforces application security as described below.

The Secure Systems component of WASS is comprised of the Login page, the Main Menu page, and the System Administration application that collectively provide application level security to the Internet and Intranet applications integrated under WASS. The Secure Systems Login page captures Intranet user IDs that are used to validate user authorities in terms of application access and use. The Secure Systems Main Menu provides Internet and Intranet users with hyperlinks to the one or more secure systems to which they have authority. The System Administration application provides authorized Internet and Intranet users the capability to define and maintain user rights to data and functionality within one or more secure systems.

External Regular USERS and Coordinators Register Online

Coordinators and Regular USERS register on line. The registration form (See Figure 1-1 and Figure 1-2) for Coordinators and Regular USERS is the same except that each selects the appropriate Application Type – Coordinator or User. Registrations are processed over night and Coordinator User IDs are sent to the Business Partner the next day by mail. Regular USER IDs are also generated overnight and can be obtained from the Coordinator the next day.

PHA

Coordinator and User Registration

To apply for a **System Coordinator ID**, check the "Coordinator" radio button, fill out the form below, and click Send Application when you are through. Upon verification of the information below, an ID will be assigned and mailed to the Executive Director of the PHA specified below. The password will not be disclosed, so make sure you remember it!!!

To apply for a regular **User ID**, check the "User" radio button, fill out the form below and click Send Application when you are through. Upon verification of the information below, a user ID will be assigned, and the System Coordinator of the PHA specified below will retrieve the user ID. The password will not be disclosed, so make sure you remember it!!!

And remember:

***Warning!** Misuse of Federal Information at this Web site falls under the provisions of Title 18, United States Code, section 1030. This law specifies penalties for exceeding authorized access, alteration, damage or destruction of information residing on Federal Computers.*

Application Type: ☒ **Coordinator** ☐ **User**

First Name:	<input style="width: 80%;" type="text"/>
Middle Initial:	<input style="width: 80%;" type="text"/>
Last Name:	<input style="width: 80%;" type="text"/>
Social Security Number:	<input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/> - <input style="width: 20%;" type="text"/>

Organization Information

- Provide the name of the Public Housing Authority you represent
- Provide the Number of the Public Housing Authority you represent

Organization Name:

Organization ID:

Provide your e-mail address.

- Include your e-mail user name, the @ sign and [servicename.com/edu/org/net/etc.]. For example: jsmith@aol.com, johndoe@adv.org, hfdb84a@prodigy.com.

E-mail Address:

Choose a Password.

- You will enter your password each time you use this service. Your password should be 6 characters in length and should be comprised of letters and numbers (for example, brad83). Do not use punctuation or special characters. **Important: Your password will be recorded EXACTLY as you type it, so make a note if you enter in upper and lower case.**

Figure 1-1 Online Registration

Password:	<input style="width: 80%;" type="password"/>
Re-enter Password for Verification:	<input style="width: 80%;" type="password"/>

Mother's Maiden Name.

- Please provide this information for future verification when processing password reset requests.

Mother's Maiden Name:

Figure 1-2 Online Registration (Continued)

The registration process is the key first step in the assignment of system access and assignment of privileges. Table 1-2 provides a summary about how privileges are assigned in the registration process.

Table 1-2 Assignment of Privileges for External Regular USERS

User Type	Registration Process	Assignment of User ID	Privileges
User (Participant, Expected Participant, AQA contractor, Appraiser, Includes User for Trusted Partner, Independent User)	Apply Online	WASS is responsible for generating the User ID. The Coordinator retrieves User ID and provides User ID to Regular USER	Assigned by Coordinator
User (Inspector)	Registration done during Training	By Training Organization	Assigned by Inspector Coordinator
Coordinator for Inspectors	Coordinator status establisher by Business Partner	By Training Organization	Assigned by self
Coordinator (Includes Participant (Trusted Partner), Expected Participant (Organization applying for Trusted Partner Status, AQA Contractor)	Apply Online	WASS is responsible for generating the User ID. Letter with the Coordinator's ID and the activation number mailed to Business Partner	Assigned by self
BPR Coordinator	Indicates online need for assignment to one or more additional Business Partners	Initiates request to system and a unique activation code is sent to the Business Partner and through the Business Partner to the BPR Coordinator	Assigned by self
Lenders	Apply to FHA Connection	FHA Connection	Assigned by FHA Connection

1.1.3 Internal/Intranet Access to WASS

Over 2000 of HUD users are internal Regular USERS who use the HUD Intranet. Table 1-3 summarizes the assignment of internal USER privileges during the registration process.

Table 1-3 Assignment of Privileges to Internal Regular USERS

User Type	Registration Process	Assignment of User ID	Privileges
Technical Assistance Center	Apply to ADP Security	Assigned by ADP Security	Set by WASS Super Administrator
System Administrator	Apply to ADP Security	Assigned by ADP Security	Assigned by self and/or WASS Super Administrator
Super Administrator	Apply to ADP Security	Assigned by ADP Security	Assigned by WASS Super Administrator
User	Apply to ADP Security	Assigned by ADP Security	Set by System Administrator of specific systems or by a Super

User Type	Registration Process	Assignment of User ID	Privileges
Guest	None	None	Administrator Access for info only to certain systems.

Intranet/Internal Users are HUD Employees and HUD Contractors who access HUD/PIH-REAC systems through HUD's Intranet. These users must obtain their system ID from the ADP Security Office rather than the Online Registration available on the Internet. The success of the registration process depends on a complete registration process and meeting the registration requirements as described in Table 1-4.

Table 1-4 Registration Requirements

Requirement Description
REGISTRATION
The CEO or Executive Director of every trusted Business Partner must designate a Coordinator to serve as his/her representative in controlling access to the system and performing other system administration functions.
There will be a limit of two Coordinators for a particular trusted Business Partner.
A registration application must indicate whether application type is User or Coordinator.
Every application must provide the applicant's first and last name. Middle initial is optional
Every application must provide the applicant's social security number
A PHA application must provide the name of the PHA organization the applicant represents.
A PHA application must provide a valid PHA organization number of the organization the applicant represents.
Every application must provide a six character password
Every application must provide the maiden name of the applicant's mother.
Only one user ID may be generated for the same user. A user ID is uniquely identified by a user's SSN.
The Coordinator is responsible for informing REGULAR USERS of their user ID.
A multifamily application must provide the name of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must provide the Tax Identification (TIN) or Social Security Number of the HUD-registered Organization or Individual the applicant represents.
A multifamily application must specify whether the HUD-registered entity they represent is an organization or an individual.
The TIN submitted on a multifamily application must be a HUD approved Business Partner.
The PHA organization number submitted on PHA application on must be a HUD approved Business Partner.
An appraiser must be a HUD approved Single Family Appraiser in order for his/her registration application to be valid.
An AQA contractor must be a contractor of record with HUD in order for his/her registration application to be valid.

1.1.4 Registration Process

WASS provides the front door security for over 20 HUD systems. The various systems have a large number of rules that govern how thousands of Regular USERS and Coordinators can gain access to one or more of the systems and exercise one or more roles and actions as part of that portion of their business process.

Fortunately, Regular USERS only need to know those roles and actions that affect them directly. This User's Manual uses a number of different perspectives on the information about WASS to allow each Coordinator and each user to access that information necessary to manage access for themselves and those other Regular USERS for which Coordinators are responsible. Coordinators have the responsibility to manage the type of access that Regular USERS need.

The next series of tables seek to summarize the process after registration and how registration influences the options and the range of access to systems, roles and actions. These are decisions that a particular Coordinator can make for those functions depending on whether you are working for a Business Partner with a Tax Identification Number or a PHA Number.

Table 1-5 Access to Systems Based on Registration Information

Factors Influencing Assignment of Systems at Assignment of User ID	Systems Available to Coordinators to Assign to Regular USERS	Who Can Assign or Modify Assignment to Systems
Property Assignment with TIN	APPS FASSUB LASS M2M PASS QASS SASS TASS LOCCS REMS TRACS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Contract Assignment with TIN	LOCCS REMS TRACS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Property Assignment and Contract Assignment with TIN	APPS FASSUB LASS M2M PASS QASS SASS TASS LOCCS REMS TRACS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Property Assignment with PHA ID	APPS FASSUB LASS M2M PASS QASS SASS TASS LOCCS REMS TRACS FASPHA MASS NASS RASS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Contract Assignment with PHA ID	LOCCS REMS TRACS FASPHA MASS NASS RASS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system
Property Assignment and Contract Assignment with PHA ID	APPS FASSUB LASS M2M PASS QASS SASS TASS LOCCS REMS TRACS FASPHA MASS NASS RASS	Assigned at Registration Processing Managed by Coordinator Modified by Super Administrator or by System Administrator of specific system

1.1.5 DETERMINE ACCESS RIGHTS

It is the responsibility of Coordinators/System Administrators to perform system administration functions that establish system access for their Regular USERS. Before they can set access rights for any of their Regular USERS a Coordinator must first establish himself or herself as the Coordinator/System Administrator. This is accomplished through *User ID Maintenance - Maintain User Profile* in which the Coordinator/System Administrator selects the desired system(s) to be accessed (See Sections 4.2.4 and 4.2.6 for explanation of this function). The systems selected under a Coordinator/System Administrator's user profile determine what system links are displayed on the **Secure Systems** screen for the Coordinator/System Administrator. The system links displayed for USERS depend upon the roles/actions assigned to the User by his/her Coordinator/System Administrator through *Maintain User Information* (see *Maintain User Data* section for explanation of this function).

The **Secure Systems** screen is divided into two sections - **Systems** and **System Administration**. Determine Access Rights is the process that decides what system links and what system administrative links are displayed on the **Secure Systems** screen. Links to the systems for which a user has access rights are displayed under **Systems**. System administrative links for which a user has access rights are displayed under **System Administration**.

1.2 WASS Integrates Data Flows from Other Systems

WASS is a strategic system and manages access to security information and communicates about user notification. It ensures that the registration process results in the creation of a User ID, assignment of privileges and notification to Business Partners. WASS is the secure connection for HUD systems managed by the Office of Public and Indian Housing - Real Estate Assessment Center (PIH-REAC) and Multifamily. The ownership of the systems is displayed in Table 1-6.

Table 1-6 Systems Accessed through WASS

System Code	System Name	Internet	Intranet	System Owner
ADM	Administration of Secure Systems	✓	✓	PIH-REAC
APPS	Active Partners Performance System	✓	✓	Office of MFH
DAP	Development Application Processing			Office of MFH
DQIS	Multifamily Data Quality Information System		✓	Office of MFH
FASS	Financial Assessment System		✓	PIH-REAC
FASPHA	Financial Assessment System – PHA	✓		PIH-REAC
FASSUB	Financial Assessment Subsystem Submission	✓		PIH-REAC
LASS	Lender Assessment Subsystem	✓	✓	PIH-REAC
LOCCS	Line of Credit Control System	✓		Office of MFH
M2M	Market-to-Market	✓	✓	Office of MFH
MASS	Management Assessment Subsystem	✓	✓	PIH-REAC
MDDR	Multifamily Delinquency and Default Reporting	✓	✓	Office of MFH
MFCS	Multifamily Insurance Claims System	✓	✓	Office of MFH

System Code	System Name	Internet	Intranet	System Owner
NASS	Integrated Assessment Subsystem	✓	✓	PIH-REAC
PASS	Physical Assessment Subsystem	✓	✓	PIH-REAC
QASS	Quality Assurance Subsystem	✓	✓	PIH-REAC
RASS	Resident Satisfaction Assessment Subsystem	✓	✓	PIH-REAC
REMS	Real Estate Management System	✓	✓	Office of MFH
REMSEC	Enforcement Center Contractor REMS		✓	Office of MFH
SASS	Single Family Appraisal Subsystem	✓	✓	PIH-REAC
TASS	Tenant Assessment Subsystem	✓		PIH-REAC
TRACS	Tenant Rental Assistance Certification	✓	✓	Office of MFH

1.3 Project References

Table 1-7 Project References

References	Location
Web Access Security Subsystem (WASS) Release 3.0 System/Subsystem Specification (SSS) December 2001.	Richard Dean, WASS Project Manager
WASS Release 3.0 Updated Functional Requirements Document (FRD), October 2001	Richard Dean, WASS Project Manager
WASS Software Project Management Plan, April 2002	Richard Dean, WASS Project Manager
WASS Video Training 2000	Bill Thomas

1.4 Authorized Use Permission

Misuse of Federal Information through the HUD Secure Connection web site falls under the provisions of title 18, United States Code, Section 1030. This law specifies penalties for exceeding authorized access, alterations, damage, or destruction of information residing on Federal Computers.

System Administrators and Super Administrators have access to an audit trail database that records the details of access and access changes made by Coordinators. The information from the audit trail log is available to support reviews of activities. Details about quality assurance procedures are not included in this User's Manual. Table 1-8 and Table 1-9 provide a description of the information that is collected and stored for at least 30 days.

Table 1-8 Audit Trail Information Available to System Administrators

Description
Data base of all transactions by User ID – maintained for at least 30 days
User attempts a login (i.e., internet, intranet)
User login fails
User Login successful
User account locked because the number of failed attempts exceed the allowable number
User changed their password

Someone reset a user's password
Someone unlocked/reactivated a user account
Someone locked/terminated a user account
WASS locked a user account because of inactivity
WASS/FHA Connection created a user account
WASS/FHA Connection changed the content of a WASS table in the HEREMS database
Someone deleted a user account

Table 1-9 Description Requirements for Audit Trail

Description
Date/time of activity/change
Type of action (database, login, password, account, registration)
Requested action (insert, update, delete, select, attempted, failed, successful, etc.)
User ID performing the action
Table name
Column name
Row (combination key)
Value
Program performing the action

1.5 Points of Contact

1.5.1 Information

Coordination of access information is the responsibility of Coordinators, the respective help desks, System Administrators, and Super Administrators. Information is shared among them about the success of WASS. This information can impact procedures in future releases of WASS and User's Manuals.

1.5.2 Coordination

Web Access Security Subsystem depends on its online nature to administer the security aspects of accessing HUD systems for the over 40,000 Regular USER. The people connection for WASS is through the respective help desks.

1.5.3 Help Desk

Table 1-10 Help Desk Contact Information

Help Desk	Systems	Telephone/Email Address
Technical Assistance Center	FASSPHA, FASSUB, MASS, NASS, PASS, QASS, RASS, SASS, (LOCCS), PASS-CLA	(888) 245-4860. Email: Select "Contact Us" on the PIH-REAC Online Web Page
Multifamily Help Desk	APPS, M2M, MDDR, REMS, TRACS	(800) 767-7588 Email: Real_Estate_MGMT@HUD.GOV.
FHA Connections	LASS	Contact FHA Connection

1.6 Organization of the Manual

The WASS User's Manual serves a diverse audience. Most Regular USERS have limited responsibility for system administration. For these Regular USERS, the objective is to provide them the necessary information to function as Regular USERS and to have conversations with Coordinators about changes in the assignment of properties and the assignment of roles and actions.

Coordinators have extensive system administration responsibility and have a much larger responsibility for the operation of the Secure Connection and the Secure Systems. Coordinators do not all have the same privileges, but the similarity of their function makes it possible to address them as a group.

Systems Administrators are another key group because these are primarily the individuals who provide system administration for the systems. They tend to have more system administration responsibility than Coordinators.

A handful of individuals are Super Administrators. These individuals exercise the full range of system administration roles that were described in the system overview. They also assume new responsibilities under WASS 3.0.0.0 for submitting SQL scripts for assignment of systems, system privileges, and reports from security transaction log. These are described in the WASS Maintenance Manual.

1.7 Terms and Abbreviations

Table 1-11 Terms and Abbreviations

Terms	Definitions
Coordinator	External user that does system administration for trusted Business Partner
Coordinator for BPR (Business Partner Relationship)	A Coordinator that has an added role for coordination for another Business Partner. This individual is not the original Coordinator
System Administrator	Internal user who does system administration for one or more HUD system (s)
Super Administrator	Internal user who performs all system maintenance functions
Technical Assistance Center (TAC) User	Internal user who works for the help desk
User	External user who works for one or more Coordinators for one or more trusted partners
Section 508	June 2001 law that requires that individuals with disabilities be able to access web information with Assistive technologies
Lightweight Director Access Protocol (LDAP)	Maintains the directory and Access Control Lists (ACL) for Internet USERS
Access Control Lists (ACL)	Controls what directories on the web server a user reads

Table 1-12 Abbreviations and Acronyms

Acronym/Abbreviation	Definition
ADM	Administration of Secure Systems
APPS	Active Partners Performance System
BPR	Business Partner Relationship
CLASS	Comprehensive Lead Assessment Subsystem
CMM	Capability Maturity Model
CSC	Computer Software Component
DQIS	Multifamily Data Quality Information System
DR	Deficiency Report
FASPHA	Financial Assessment Subsystem – PHA
FASS	Financial Assessment Subsystem
FASS-PHA	Financial Assessment Subsystem – PHA
FASSUB	Financial Assessment Subsystem Submission
FRD	Functional Requirements Document
FTS	Functional Test Scripts
HEREMS	Housing Enterprise Real Estate Management System
HUD	U.S Department of Housing and Urban Development
HUDweb	Department of Housing and Urban Development's (HUD's) Intranet
ID	Identification
LASS	Lender Assessment Subsystem
LDAP	Lightweight Directory Access Protocol
LOCCS	Line of Credit Control System
M2M	Market-to-Market
MASS	Management Assessment Subsystem
MDDR	MF Delinquency and Default Reporting
MFCS	Multifamily Insurance Claims System
MFH	Office of Multifamily Housing
NASS	Integrated Assessment Subsystem
PASS	Physical Assessment Subsystem
PIH	Public and Indian Housing
SASS	Single Family Appraisal Subsystem
REAC	Real Estate Assessment Center
RASS	Resident Assessment Subsystem
REMS	Real Estate Management System
TAC	Technical Assistance Center
TASS	Tenant Assessment Subsystem
TRACS	Tenant Renewal Assistance Certification System